

## WAUPACA COUNTY HCE

**Title:** Wisconsin Bookworms Coordinator Job Description

**Purpose:** To implement the Wisconsin Bookworms Early Reading Program

**Responsibilities:**

1. Serve as a voting member of the Executive Board.
2. Understand and promote the role of the Wisconsin Bookworms project.
3. Promote the love for books and the value of reading to children.
4. Acquaint self with organizations and agencies that might help with funding.
5. Seek and write grants to support the program.
6. Send appreciation notes to supporters.
7. Attend available training sessions at the District and State levels.
8. Secure volunteer readers and substitute readers for reading sites.
9. Set up reading schedules at sites.
10. Send electronically the activity sheets to accompany book of the month.
11. Order, process, sort and deliver books to reading sites.
12. Demonstrate strong communication skills in collaborating with Head Start personnel and with county volunteers.
13. Establish contact information for readers and reading sites in the county.
14. Complete required forms and reports. (county, district, and state levels)
15. Write and present reports/articles/informational clips.
16. Introduce stories to Executive Board members and the general membership.
17. Keep written records and electronic files to pass on to the next county coordinator.

**Qualifications:**

1. Understanding of the Wisconsin Bookworms program expectations.
2. Serve as club or individual member of HCE.
3. Demonstrate written and oral communication skills.
4. Be able to organize and accomplish tasks.

**Term:** Three years (renewable)

**Time Commitment:**

1. Attend Executive Board Meetings. Attend Spring and Fall Meetings. Encouraged to attend District and WAHCE State meetings with Wisconsin Bookworms' workshops/trainings.
2. Prepare and present written required reports at the county, district, and state levels.
3. Delivering of books and other materials.

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