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## Day One ... in the life of a program coordinator

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# **Day One . . .**

## **in the life of a program coordinator**

As a tutoring program coordinator, you must juggle many tasks and responsibilities: forming partnerships with schools and community members, finding and training volunteers, and helping assess students' progress. The "to do" list can seem overwhelming.

Day One breaks down typical beginning tasks into six steps: Assess What You Know and What You Have; Define the Program; Set Program Goals and Objectives; Meet with Stakeholders; Write a Memorandum of Understanding; and First Steps Toward Recruiting Volunteers. The information you find here will help you develop a course of action and build a successful program!

### **1. ASSESS WHAT YOU KNOW AND WHAT YOU HAVE**

#### **Project Focus**

Learn all you can about your program and its history. Read the grant proposal or agreement and other documentation to help you learn about:

- Project goals
- Existing partnerships or stakeholders (organizations or individuals)
- Timelines
- Expected outcomes
- Methods of assessment
- Reporting requirements
- Other promised or required actions or products

#### **Resources**

- Make a list of resources you need to run the tutoring program, everything from paper and pens to volunteers.
- Ask a student or staff member to orient you to the building. Look for materials you can use: bulletin boards, pictures, maps, or empty space.
- It's important to create a sense of space that helps students identify an area or room as their tutoring space. Speak to the teacher or person in charge about hanging a bulletin board or pictures, or placing a reading chair in an area of the room.
- For a portable sense of space, designate a stuffed animal as the tutoring mascot or bring along a big book made of cardboard and illustrated with photos or pictures and text by students and staff.
- Take stock of supplies you already have: paper, markers, staplers, etc. If you share equipment with your host school or organization, learn the rules for using the photocopier, computers, and materials.
- Cross off items you've located. Make initial contact with community partners who can donate, share, or help locate items you don't have.

#### **What is America Reads?**

To learn more about the America Reads challenge, available resources, and existing partnerships, visit the America Reads page on the Department of Education's Web site, [www.ed.gov/inits/americanreads](http://www.ed.gov/inits/americanreads).

If you work with Federal Work Study students, visit the Corporation for National Service Web page, [www.cns.gov/areads](http://www.cns.gov/areads), to get a list of colleges and universities committed to America Reads and profiles of programs that use college students as reading tutors.

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