



**WHO: School Coordinators Needed**

**WHAT: Power Lunch Program**

**WHERE: We currently have position openings at school sites in Billerica, Framingham, Chelsea, Everett, Hyde Park and Roxbury**

**Be a School Coordinator for Power Lunch!**

The School Coordinator is responsible for the daily operation of the Everybody Wins Power Lunch program. Power Lunch brings volunteers from local businesses and organizations together with elementary school children for weekly one-to-one visits at a local public elementary school. During Power Lunch sessions, volunteer Reading Mentors share read-aloud books and conversation, which increases students' enthusiasm for books and reading, and builds foundational literacy skills. The Coordinator is responsible for ensuring that reading mentors, students, and school staff are happy with Power Lunch at their school site. Specifically, s/he will:

- Greet Reading Mentors each week and offer assistance when needed
- Monitor reading sessions to ensure good student behavior and smooth operation of program
- Notify students and teachers of volunteer cancellations or schedule changes
- Call Reading Mentors if their student partners are absent
- Ensure that rooms are left clean and orderly at the end of each session

**Qualifications**

1. Communicates well in person & on the telephone & via email
2. Experience working with groups of children
3. Organized
4. Enthusiastic about children's books and the Power Lunch program

**Hours**

Two days of the week from approximately 10:30 AM to 2:00 PM

Occasional School Coordinator meetings held on Mondays, 10:00 AM to 12:00 PM (5 per year)

**Pay**

\$12 per hour & lots of appreciation

**To Apply**

Send resume & cover letter to:

Ryan Ruffing, Program Manager  
Everybody Wins Metro Boston  
[ryan.ruffing@ewmb.org](mailto:ryan.ruffing@ewmb.org)

Telephone calls welcome (617) 654-0254