Organizational Overview
SitStayRead’s mission is to improve literacy skills and foster a love of learning in at-risk children throughout Chicago. SitStayRead launched its School Literacy Initiative in 2003 to help bridge the achievement gap in low-income Chicago Public Schools by bringing teams of trained literacy volunteers and certified reading assistance dogs into the classroom. During the 2012-13 school year, SitStayRead served 1,663 first through fourth grade students, a 67% increase in students served compared to the previous year. During the upcoming 2013-14 school year, SitStayRead anticipates serving 1,900 students.

In 2011-12, SitStayRead created a strategic program plan to carry through the next five years, and is experiencing a period of robust growth—looking to reach 2,500 kids by 2015. All SitStayRead program components are managed by a paid staff and carried out by its volunteers. SitStayRead is a privately funded, 501(c)3 organization and receives no financial support from Chicago Public Schools.

Summary of Internship
Program Leaders work together with all SitStayRead staff to ensure that Dog Visits are safe, fun, and being delivered with fidelity in all SitStayRead classrooms and community facilities. Program Leaders are the primary liaison between the program site, volunteers, and SitStayRead office and will be responsible for leading Dog Visits, sending weekly communication to the volunteer team and teachers, preparing and transporting program materials, maintaining up-to-date student and volunteer records, and reporting on each visit. Program Leaders partner closely with the Director of Program Operations, Volunteer Coordinator, volunteers, and school administration and staff to deliver consistent, encouraging, and fun literacy experiences to our constituents.

Essential Functions
On-site Program Leadership
- Ensures that all program participants including students, volunteers, and dogs are safe and are adhering to program guidelines.
- Arrives on-site promptly at designated time with all materials needed for program implementation.
- Addresses all volunteer issues on-site (substitutions, tardiness, guideline adherence, etc…) and communicates all volunteer issues with the Volunteer Coordinator within 24 hours.
- Serves as primary liaison between volunteers and teachers during a Dog Visit.
- Oversees all aspects of program delivery in the classroom (safety, timeliness, curriculum, atmosphere, volunteers, etc…).
• Enforces and monitors permission slip policy.

Communications
• Responsible for sending weekly email correspondence with reminders, updates, and lesson objectives to each team of volunteers. Reminder emails are sent before 12:00 p.m. on the day before the designated Dog Visit. The Director of Program Operations and the Volunteer Coordinator are copied on all reminder emails. This work can be done remotely.
• Fields correspondence from volunteers between weekly sessions, answering questions and providing feedback in a timely manner, and gathering additional input from staff as needed. This work can be done remotely.
• Responds to all intra-office communications from fellow staff members in a timely manner.
• Presents SitStayRead staff with all questions or concerns arising from school administration and staff upon notification by school personnel.

Administrative Responsibilities
• Prepares program materials for each Dog Visit (updated class list, updated classroom schedule, Book Buddy bags, story pages, pencils, etc…) and promptly unpacks and stores materials in the office after each Dog Visit.
• Accurately and regularly enters all pertinent program data into Salesforce, including but not limited to permission slip status, story-read status, and volunteer hour status. This work can be done remotely.
• Attends weekly staff meeting in office, regularly reporting on programs and contributing to all staff conversations.

Additional Responsibilities
• Assists with training volunteers as-needed based.
• Assists in maintaining a clean and organized work-space, ensuring that all program materials are stored and labeled properly, that all trash is placed in the proper receptacle, and that all personal belongings are kept in the designated area.
• Other duties as assigned.

Required Experience/Abilities/Competencies
This internship requires a highly organized, reliable, enthusiastic person who is comfortable leading and communicating with both children and adults. Needs to be a flexible, team-player who can think on their feet and function well under pressure. Must be passionate about SitStayRead’s mission.

The ideal candidate will possess:
• Experience in teaching, performing, or other applicable experience preferred.
• A high comfort level in public speaking.
• Demonstrated writing, speaking, and listening skills.
• Ability to prioritize and manage multiple projects concurrently.
• Familiarity with the Chicago Public School system preferred.
• Ability to tailor communications to meet the needs of SitStayReads’ key stakeholders including staff, Board members, funders, etc…
• Ability to work effectively with children, volunteers, school administration, and staff.
• Access to reliable transportation, as this position requires daily intra-city commuting.
• Database experience (Raiser’s Edge, Salesforce, eTapestry) preferred.
• Comfort working with computers and learning new software.
• Bachelors’ Degree or working towards a Bachelors’ Degree from an accredited college or university preferred.

**Compensation, Evaluation, & Benefits**
This internship would start the first week in October for the fall and the second week in January for the winter and would run approximately 10 weeks. This is an unpaid internship consisting of approximately 10 hours per week to start and up to 20 hours per week as programs draw to a close. SitStayRead will work closely with university staff to ensure proper credit for student contribution.

Program Leaders report directly to the Director of Program Operations on all program related responsibilities and work closely with the Volunteer Coordinator. Program Leaders may also report to the Director of External Relations and the Executive Director as needed.

**To Apply**
Submit your cover letter and resume to kmcilvain@sitstayread.org. No phone calls please.