Active Duty Coordinator Responsibilities

An Active Duty Coordinator (ADC) is an enthusiastic volunteer selected by the Command to implement, promote, and run the United Through Reading (UTR) program for his/her unit while in garrison or forward. The ADC will work with UTR's Program Manager for the Service Branch and the Command Liaison to ensure all program needs are met. The ADC will receive volunteer hours for his/her assistance with the program. UTR will provide all program materials, training, and continued support to help the ADC successfully fulfill the measure of these duties.

In Garrison/Home Port or Prior to Deployment

1. **Establish Contact -** Email military@utr.org with your name and contact information, the name of your unit, and when you would like to start the UTR program. Your designated United Through Reading Program Manager will respond and provide the most current information on the program as well as setting up a time to conduct a brief training.

2. **Complete Program Training** with United Through Reading Program Manager.

3. **Raise Awareness** of the program throughout the Command prior to activation, and develop a plan with the Command Liaison and Homefront Coordinator for the families or remain behind element to support the program.

4. **Equipment** – Discuss with the Program Manager the best type of recording equipment for your unit's use, then coordinate with the Command and/or Program Manager for procurement.

5. **Books** – United Through Reading will provide a Storytime Library of an assortment of books to each participating unit. UTR will also send a quarterly refresher pack of new titles to the most active units. ADCs can also work with the FRO or Home-Front Coordinator (if designated) to assist with supplemental books for onsite library if needed.

6. **Materials** – United Through Reading will provide DVDs, protective sleeves, and mailing envelopes to support the program. UTR will also provide backdrop posters for the recording location, and posters for promotion. ADCs must track inventory and coordinate with the Program Manager for a resupply when needed.

7. **Pre-Deployment Brief** – Use power point presentation and promotional materials from the Program Information Disc. Coordinate with Program Manager to determine if CO, Chaplain, UTR personnel, or Volunteer will present the information.

In Garrison/Home Port or During Deployment

1. **Maintain contact** with your Program Manager throughout the deployment. Ask questions, provide feedback, and send monthly reports of program use. Coordinate with Program Manager for resupply of books or materials as necessary.

2. **Set-Up Recording Site** – Use the *Best Practices* document to find the best recording location for your situation. Make sure the space is private, well lit, and quiet. Set up the recording equipment and chair then test for recording quality. Use the backdrop poster provided.

In Garrison/Home Port or During Deployment, contd.

3. **Set-Up Operational Hours** – Provide the taping schedule, location, and *Sign-Up Sheet* to your unit. Have readers fill out the Waiver too so that we can share pictures or stories they submit to us about their/the child's experience.

4. **Set-Up Library** – Set out books so that readers can see which books are available. Also set out *Coaching the Reader* documents to help guide readers through the recording process.

5. **Assist Readers** – Help readers to select the right book and get comfortable with the recording set-up, provide tips on how to dialogue and engage the child as they are reading, ensure they know how to stop the recording when they are through. Allow the reader to record in private.

6. **Promote the Program** – Use materials from the Program Information Disc, and new materials your Program Manager sends. Coordinate with the Command Liaison to have the Chaplain, PAO, and Family Readiness personnel share the information with unit members and families. Share our website www.unitedthroughreading.org and social media pages so that Service Members and families can learn more about the program on their own.

7. **Report Monthly** – Send monthly participation numbers to your Program Manager at the end of each month. Your Program Manager will use this to log your Volunteer hours as well as maintain accurate program metrics. Volunteer hours are accrued as 30 minutes per recording plus 5 hours/month for all ADC duties, as well as 1:1 for briefs and resource tables.

8. **Provide Feedback** – Help us sustain, improve, and grow the program by emailing us at stories@utr.org about how readers and children have responded to the videos, the impact the ADC role has had on you, and the impact of UTR on the mission and family readiness. Please have those mentioned complete the *Consent and Release* form so we can share the stories. Participate in periodic program use and technology surveys so that we can work to improve the experience for all.

9. **Recruit Additional Volunteers** – The ADC role is a collateral responsibility so we understand you might need help. You can recruit and train other Service Members to assist you with the recordings. Each volunteer will receive 30 minutes of volunteer credit per UTR video they assist with. You will still get the 5 hours/month for the month. Please detail on the monthly report the names of your volunteers and how many videos they were involved with so that hours can be properly tracked.

At Year End, Post Deployment, or when Relinquishing ADC Duties

1. **Complete Final Report** – Send the report to the Program Manager at the end of the year for garrison/home port programs, or upon redeployment for deploying unit programs. Also send the Sign-Up Sheets and Consent and Release forms for that period.

2. **Turn Over** – Ensure your replacement has access to all equipment and supplies and make an introduction to the UTR Program Manager with the new ADC to ensure a smooth transition.

3. **Stay in Touch** – Consider continued volunteer activities with United Through Reading. We are always looking for assistance with Pre-Deployment Briefs, Resource Tables, and other event, symposium, or conference activities.