

Site Coordinator Responsibilities

A UTR Site Coordinator is an enthusiastic volunteer who will implement, promote, and run the United Through Reading (UTR) program at his/her command or site. The Site Coordinator will work with UTR's program Manager and the Command Liaison to ensure all program needs are met. The Site Coordinator will receive volunteer hours for his/her assistance with the program. UTR will provide all program materials, training, and continued support to help the Site Coordinator successfully fulfill the measure of these duties.

Prior to Launching UTR

1. **Establish Contact** - Reach out to your designated United Through Reading program specialist. If you don't know who that is, 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.
2. **Complete Program Training** with your United Through Reading program specialist.
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 sites.
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. Site Coordinators should 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.

While UTR is Active

1. **Maintain contact** with your program specialist. Ask questions, provide feedback, and send monthly reports of program use. Coordinate with program specialist 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*.
3. **Conduct a Test Run** – Set up the recording equipment and chair then test for recording quality. Use the backdrop poster provided.

4. **Set-Up Operational Hours** – Provide the taping schedule, location, and *Sign-Up Sheet* to your unit.
5. **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.
6. **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.*
7. **Promote the program** – Use materials from the program Information Disc, and new materials your program specialist sends. 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. If applicable, coordinate with the Command Liaison to have the Chaplain, PAO, and Family Readiness personnel share the information with unit members and families.
8. **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.
9. **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 volunteer 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.
10. **Recruit Additional Volunteers** – Recruit and train other volunteers to assist you with the recordings. 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.

When Relinquishing Site Coordinator Duties

1. **Complete Final Report** – Send the report to your program specialist upon redeployment for deploying unit programs.
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 Site Coordinator 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.