



United Through Reading

Site Coordinator Responsibilities

A UTR Site Coordinator is an enthusiastic volunteer who will implement, promote, and run a United Through Reading (UTR) Story Station at his/her command or site. The Site Coordinator will work with a UTR Staff Member 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 Staff Member. 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 a United Through Reading staff member or designee.
3. Raise Awareness of the program throughout the command or location. Develop a plan with your leadership and your UTR Staff Member to create awareness and recruit volunteers to assist you.
4. Equipment – Discuss with the UTR Staff Member the best type of recording equipment for your site's use, then coordinate with them for procurement.
5. Books – United Through Reading will provide a Storytime Library of an assortment of books to each participating site. UTR will also send a seasonal refresher pack of new titles to the most active sites.
6. Materials – UTR will also provide backdrop posters for the recording location, and posters for promotion. Site Coordinators should track inventory and coordinate with the Staff Member for a resupply when needed.
7. Pre-Deployment Brief – Request a UTR Staff Member to attend pre-deployment or other Story Station events (where available). Pre-recorded videos and PowerPoint presentations can be used as well to brief potential participants.



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While UTR is Active

1. Maintain contact with your UTR Staff Member Ask questions, provide feedback, and send monthly reports of program use. Coordinate with Staff Member for resupply of books or materials as necessary.
 2. 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.
 3. 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 as quiet as possible.
 4. Conduct a Test Run – Set up the recording equipment and chair then test for recording quality. Use the backdrop poster provided.
 5. Set-Up Operational Hours – Provide the schedule, location, and Sign-Up Sheet to your unit. Communicate this early and often.
 6. 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.
 7. 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.
 8. Promote the program – Use materials provided by your UTR Staff Member. 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 to have the Chaplain, PAO, Ombudsman, and Family Readiness personnel share the information with service members and families.
 9. Report Monthly – Send monthly participation numbers to your UTR Staff Member at the end of each month. They will use this to log your Volunteer hours as well as maintain accurate program metrics.
- Provide Feedback – Help us sustain, improve, and grow the program by emailing us at military@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



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When Relinquishing Site Coordinator Duties or Closing Your Site

1. Contact Your UTR Staff Member if you will be leaving your site, they will provide instructions for next steps.
2. Turn Over to a New Coordinator – 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. If Closing the Site – Request a Site Close-Out Report. Send the report to your UTR Staff Member when closing your Story Station
4. Stay in Touch – Consider continued volunteer activities with United Through Reading. We are always looking for assistance with Pre-Deployment Briefs, Resource Tables, New Site Training, and other event, symposium, or conference activities.

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