

Reading Is FUNdamental Pittsburgh
Position: Book Distribution Outreach Volunteer

Overview: The volunteer is responsible for attending orientation and all trainings throughout the year. He or she will choose the site or sites that they chose to volunteer for throughout the school year. He or she will coordinate the time and length of the visit and plan an outreach activity. A visit will take place with the assigned site on the day of the Book Distribution and perform the outreach activity that he or she has planned.

Volunteer Responsibilities – Outreach:

- Attend orientation and all trainings.
- Complete all paperwork, such as: Outreach Proposal, Outreach Lesson, and Outreach Review before Outreach visit.
- Contact the Director of Programs to finalize times, location, and where to report for the visit.
- Coordinate Outreach Activity/Lesson with the age levels of the children you will visit.
- Complete necessary prep-time for the Outreach Activity/Lesson.
- Gather any materials that you will need from RIF Pittsburgh.
- Be on time for your Outreach Visit and dress appropriately.
- May assist with the Book Distribution if time allows.
- Complete the Outreach Activity/Lesson, survey, and have the Book Distribution Site Coordinator complete the Feedback form before the end of your visit.
- Send or drop off all paperwork within one week of visit.

Training and Support: The interview, orientation, and three training (one each quarter) will assist you in preparing you for volunteering for the Book Distribution Outreach Component. Materials and resources will be provided by RIF Pittsburgh. There will be continued support from the Director of Programs and RIF Pittsburgh Staff members.

Reports to: Each volunteer must complete the following forms: Outreach Proposal, Outreach Lesson, and Outreach Review for each Outreach visit. In addition, a survey will be completed with the children who participated at the end of each Outreach activity. The volunteer must also have the Book Distribution Site Coordinator complete the Site Feedback Form at the end of each visit. You will be turning in all documentation to the Director of Programs within a week of scheduled visit.

Time Commitment: The time commitment required for this position is to visit each assigned Book Distribution site three times during the school year and twice during the summer. Time and length of visit will be coordinated with the Book Distribution Site Coordinator. Some prep time may be needed depending on the Outreach activity (coordinate supplies and resources with Director of Programs).

If you are interested in volunteering for this program, please contact Mandy Sable, Director of Programs, at 412-321-8022 Ext. 298 or ASable@rifpittsburgh.org.