

Volunteer Opportunities at Read to Me Project (RTMP)

Training and staff support provided.

Please ask about company team opportunities.

| When | Activity | Description | Skills/Abilities Needed | Location |
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| April 3-4 hours one day or multiple days. Hours TBA | Assist Students with online survey | Support Program Coordinators during RtMP Coaching Sessions by working with individuals or small groups of students who need help completing online forms and survey questions. | <ul style="list-style-type: none"> • Ability to work successfully with elementary age students • Understanding of RTMP principles and expectations for students • Ability to help students with online data entry | School sites in Salinas, Marina, Seaside, Gonzales or Greenfield. |
| May/June 3- 4 hours one day or multiple days. Hours TBA | Book Bin Inventory | Assist students and/or RtMP staff to inventory books, note missing books and refill book bins. | Ability to quietly focus on tasks and ensure accuracy. Organized. A structured process that requires the ability to stand and move about comfortably and possibly lift up to 35 lbs. Focused attention to details of checking inventory list against books in bins. Sort books by age – determined on inventory list – bag each book and replace into bin. | School sites in Salinas, Marina, Seaside, Gonzales or Greenfield. Or, RtMP office in Salinas. |
| May/June Up to 4 hours one day or multiple days. | Awards Events | <p>In preparation for student awards events:</p> <ul style="list-style-type: none"> • Handwrite student's name on award certificates. | <p>Steady, careful and legible handwriting or printing.</p> <p>Finger dexterity with small clasps.</p> <p>Able to stand and move around</p> | <p>RtMP office in Salinas</p> <p>RtMP office in Salinas</p> |

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| Hours TBA | | <ul style="list-style-type: none"> Attach lanyards to award medals. <p>During events, assist program coordinator with:</p> <ul style="list-style-type: none"> set-up and execution of the year-end recognition awards and book giveaway Take pictures of students as a group, individually receiving awards and with their teacher. | <p>comfortably. Able to lift up to 35 lbs.</p> <p>Use of own camera/phone and knows how to provide photos to RtMP staff.</p> | School sites in Salinas, Marina, Seaside, Gonzales or Greenfield. |
| July/August 3-4 hours one day or multiple days. | Book labeling. Book-bin assembly. | Label new books Replenish and/or assemble new book-bins | Attention to detail: ability to work quickly & accurately Ability to lift 30 lbs is helpful. | Salinas Office |
| July/August 3- 4 hours one day or multiple days. | Prepare Student Reading Logs, Binders and Teacher Folders | Replace prior year content with updated forms and schedules in binders and folders. Wipe off plastic binders to clean. | Organized. Attention to detail. | RtMP office in Salinas |
| August / September Up to 4 hours one day | Annual Report Mailing | Prepare mailing packet with Annual Report, students' thank you note to funders and cover letter. Stuff and label envelopes. | Concern for quality presentation of material. Apply labels straight and in proper position on envelope. | RtMP office in Salinas |
| August/ September 3- 4 hours one day or | Support Program Coordinators in classroom | Support Program Coordinators during student Coaching Sessions by helping individuals or small groups who need extra | <ul style="list-style-type: none"> Ability to work successfully with elementary age students Understanding of RTM principles and | School site in Salinas, Marina, Seaside, Gonzales or Greenfield. |

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| multiple days. Hours TBA | | support completing online forms and surveys questions. | expectations for students <ul style="list-style-type: none"> • Ability to help students with online data entry | |
| October/November Up to 3 hours one day or multiple days as needed. | Data Entry | Enter student data into a Google form and Google sheets. | <ul style="list-style-type: none"> • Ability to use computer effectively • Ability to enter data accurately into computer. | School site in Salinas, Marina, Seaside, Gonzales or Greenfield. |
| October/November 1 - 3 hours one day or multiple days. | Preparation for Holiday Book Wrap | Cut wrapping paper into three sizes for small, medium and large books. Templates provide sizes. | Ability to work quickly with focused attention. | RtMP office or home. |
| November/December 2 to 5 hours one day or multiple days 11/26 to 12/13. | Holiday Book Wrap Event | Assist program coordinator during the holiday gift wrap event by: Setting up book wrap stations. Helping groups of 10 to 18 children at a time to: choose an age-appropriate book to give as a holiday gift to the little one they are reading to at home. <ul style="list-style-type: none"> • Gift wrap the book they have chosen • Assist them as needed to write a thank you note to Read to Me Project donors. | <ul style="list-style-type: none"> • Ability to work effectively with elementary school children • Ability to monitor small groups of children • Simple gift-wrapping skills • Ability to help students with basic writing skills and spelling for thank-you letters | School site in Salinas, Marina, Seaside, Gonzales or Greenfield. |
| Year-Round | Parent education support | Depending upon interest and skills. | Bilingual/biliterate required | TBD |

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| Year-Round 2 to 5 hours one day or multiple days. | | Curate marketing content: Take photos, interview program coordinators, teachers and principals and possibly students and parents about their experience with the Read to Me Project. Gather content (e.g., from RTM staff) | Bilingual/biliterate skills (Eng./Sp.) helpful <ul style="list-style-type: none"> • Excellent writing and grammar, free of typos. • Understanding of what RTMP needs to communicate to various audiences | RtMP office, school sites, home. |
| Year-Round | Inventory and book sorting | <ul style="list-style-type: none"> • Sort and categorize donated, or other books | <ul style="list-style-type: none"> • Familiarity with age-appropriateness of children's books | RtMP office |
| Year-Round | Tech Support | <ul style="list-style-type: none"> • Organize and set up effective system in office • Take care of glitches (e.g., access to One Drive) • Provide individual staff with tech support and training as needed | <ul style="list-style-type: none"> • Tech and networking expertise | RtMP office |
| Year-Round | Advocates | <ul style="list-style-type: none"> • Volunteer as a trained advocate or speaker for the program | <ul style="list-style-type: none"> • Strong communication skills • Understand vision, mission and goals | |
| Year-Round | Fundraiser | Oversee or participate in a small RTMP fundraising campaign | <ul style="list-style-type: none"> • Familiarity with fund-raising practices • Good organizational skills • Effective communication skills | |

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| | | | <ul style="list-style-type: none"> • Understanding of RTM Vision, Mission, and Goals | |
| Year-round | Book Drive | <ul style="list-style-type: none"> • Initiate and coordinate a workplace or school-based book drive • Plan and execute the book drive following RTMP guidelines on the RtMP website http://readto meproject.org/book-drive/ • Collect and sort books • Transport books to distribution site | <ul style="list-style-type: none"> • Good organizational skills • Effective communication skills (with staff, students, and parents) • Enthusiasm and ability to motivate people to participate • Familiarity with age-appropriateness of children's books | |
| Year-round | Literacy in Art | Organize and run a Read to Me sponsored poster/art competition at school sites | <ul style="list-style-type: none"> • Good organizational skills • Effective communication skills (with staff, students, and parents) • Enthusiasm and ability to motivate students to participate | |
| Year-round | Communications | Make phone calls to parents (in English and Spanish) as needed. Message/script provided. | <ul style="list-style-type: none"> • Fluent in English and Spanish • Ability to communicate well with parents. | Home or RtMP office |

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| Year-round | Parent Education & reading aloud | Bilingual presentation of the “9 Best Ways Storytimes” parent education program at school sites. Curriculum and training provided. Includes reading aloud to young children. | <ul style="list-style-type: none"> • Fluently bilingual/biliterate in English and Spanish • Ability to interact effectively with young children • Ability to read aloud in an engaging manner (using the 9 Best Ways) • Ability to communicate well with students, parents, and little ones • Knowledge of the RTM project • Knowledge of early learning and development • Ability to effectively teach parents/present information | School site in Salinas, Marina, Seaside, Gonzales or Greenfield |
| Year-round On-going as needed. | Bilingual Interpreter | Provide simultaneous interpretation at parent education events | <p>Previous Spanish/English interpretation experience</p> <ul style="list-style-type: none"> • Excellent oral language and biliteracy skills | Various locations |
| Year-round On-going as needed. | Bilingual Support | Support staff by helping at a RtMP table at Resource Fairs and Festivals | <ul style="list-style-type: none"> • Fluent - bilingual/biliterate in English and Spanish • Knowledge of the RTM project • Ability to effectively speak with parents/present information | Various Locations |