



REACH OUT AND READ WISCONSIN

SITE COORDINATOR ROLES AND RESPONSIBILITIES

The Reach Out and Read Site Coordinator plays a key role in the implementation of the program. While these tasks are typically not time consuming, we thank you in advance for being the liaison between Reach Out and Read Wisconsin Coalition staff, Reach Out and Read National Center and your providers.

Together with your Site's Reach Out and Read Medical Consultant, you will help determine the best ways to support the program. In some clinics the Site Coordinator supervises others who focus on these tasks, while at other clinics it is a job for one person. The size of your program, number of providers and support staff structure tend to dictate these decisions. Responsibilities for this position include:

- **Establishing efficient systems for:**
 - ✓ Ensuring medical providers have books in hand as they enter the exam room.
 - ✓ Ordering, stocking and tracking books.
 - ✓ Compiling data for semi-annual progress reports.
 - ✓ Keeping data current on www.myROR.org, updating providers and other staff listed in the contacts section, insurance and language demographics.
- **Keeping Medical Consultant updated:**
 - ✓ With relevant correspondence from Reach Out and Read National Center and Reach Out and Read Wisconsin.
 - ✓ On the status of your program, i.e., systems efficient, enough books, etc.
 - ✓ By downloading and printing literacy materials for providers from www.myROR.org, such as *Milestones of Early Literacy Development*, *Talking to Parents about Books*, *Developmental Disabilities* or *Leyendo Juntos* guides, etc.
 - ✓ By downloading and printing parent material, such as *Read Aloud Tips*, *Reading Rocket Tips*, *Milestone of Early Literacy Development*, bookmarks, etc.
- **Establishing a literacy-rich environment, which might include:**
 - ✓ Gently-used books to give to children at "sick" visits or to siblings.
 - ✓ A collection of gently-used children's books in the waiting room.
 - ✓ A reading corner in the waiting room, with small table and chair set.
 - ✓ Literacy-themed artwork or posters on waiting room and exam room walls.
 - ✓ Posting public library information, library card applications, story hour schedules, etc.
 - ✓ Acquiring and posting adult literacy information and resources.
 - ✓ Asking members of the community to hold book drives – *involve your staff, too!*
- **Coordinating with Medical Consultant to ensure book funding needs are met:**
 - ✓ Working with clinic or department administrators to secure internal funding.
 - ✓ Organizing local fundraising efforts. There is a wealth of fundraising resources available on www.myROR.org.