



JOB DESCRIPTION

Title: **Literacy Volunteers Project Chair**

Duties:

- Act as primary contact and administrative contact for the Literacy Volunteers community project reporting to the Community VP
- Provide general oversight and act as liaison to JLB Board
- Attend Community Council Meetings as scheduled by Community VP
- Attend Literacy Volunteers Orientation in August/September
- Provide updates to the Junior League Membership on this project during general meetings, through coordination of Perspectus article submission monthly and coordination of weekly e-mail information distribution
- Coordinate and attend meetings with Literacy Volunteers staff, project co-chairs and committee members as needed
- Maintain good working rapport with Literacy Volunteers Co Chairs of Volunteers and Operations Leadership
- Serve on the Literacy Volunteers Board of Directors during term as Project Chair to represent Junior League's presence in this project

Time Involvement:

- Monthly Leadership Meetings as scheduled by Community VP
- Coordinate and run monthly project leadership meetings
- Attend Literacy Volunteers meetings for understanding of Junior League's role with the project
- Average of 2 to 5 hours weekly from June through May

Experience:

- Would suggest this position for a member who demonstrates strong facilitation, communication, organizational, people, time management skills and is motivational. This person should also have the ability to conduct some League work during normal business hours as well as on weeknights and weekends, as needed.