



Book Buddies Coordinator

Position Summary

The Book Buddies Coordinator is responsible for organizing and supporting the successful execution of the Book Buddies program, which includes coordinating visits to SAISD schools, managing volunteer activities, and overseeing warehouse operations. This role involves working closely with transportation services, school contacts, volunteers, and other partners to ensure the smooth delivery and distribution of free books to students to build their home libraries.

Essential Functions / Key Responsibilities

School Visits

1. Schedule Book Bus weekly visits with SAISD schools and support visits on-site
2. Work with SAISD Transportation to arrange logistics for Book Bus weekly visits
3. Collaborate with the lead contact at each school to finalize the class visit schedule
4. Set up Bloomerang (online CRM) volunteer sessions for all Book Buddies school visits and special events, and notify manager if more volunteers or leads are needed
5. Greet the bus and volunteers at schools weekly to provide on-site support, troubleshoot issues, and collect stories

Warehouse Coordination

1. Set up Bloomerang (online CRM) volunteer sessions for Saturday Book Buddies sorting dates and notify manager if more volunteers or leads are needed
2. Purchase and order new and used books, and manage deliveries at the warehouse as needed
3. Order and stock warehouse supplies as needed
4. Coordinate warehouse pickups as needed (i.e schedule with Goodwill and Gardopia)
5. Serve as a co-lead at large sorting sessions and/or Saturday shifts once a month or as needed

Minimum Requirements

- High School Diploma
- Experience in a school or youth-based setting preferred
- Experience with volunteer management preferred





- Satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee
- Reliable transportation and a valid driver's license are required

Knowledge, Skills, & Abilities

- Strong organizational and coordination skills
- Proficient in Microsoft Office Suite or related software including PowerPoint, Google Slides, and Excel
- Ability to create flyers & graphics in Canva
- Ability to work independently and as part of a team, and report regularly on responsibilities
- Strong communication and interpersonal skills
- Proactive and detail-oriented
- Passionate about promoting literacy and working with volunteers to make a positive impact

Working Conditions

Work Environment:

- Hybrid between working in the SAISD Foundation office, Book Buddies warehouse and remotely. Candidate will need to provide their own computer to and have access to reliable internet when working remotely.

Physical Requirements:

- Work in the warehouse at times requires the lifting up to 50 lbs and moving of book boxes

Supervisory Responsibilities / Direct Reports

None

Terms & Compensation

This is a part-time, hourly position with a starting hourly rate of \$20/hour based on experience. Regular working hours are approximately 15-20 hours a week with some weekend support to include at least one Saturday a month. Work is hybrid and requires time in the SAISD Foundation office, time at the Book Buddies warehouse located at 311 N. Luke Drive in Port San Antonio, and time at school visits. This position is not eligible for benefits. Position reports to the Alumni and Community Engagement Manager.

Application

To apply, please submit a cover letter and resume to Carrie Smith, SAISD Foundation Alumni and Community Engagement Manager, csmith@saisd.net. Please include "Book Buddies Coordinator" in the subject line. For questions, contact Carrie Smith by email or at 210-554-2235.

