



## Training Coordinator Manual

**Training Coordinators (TCs) are responsible for the New Volunteer Training, the Returning Volunteer Training, and the GLC Training.**

- 8:30 a.m.** Training Coordinators arrive and help welcome volunteers.
- 8:35 a.m.** Training Coordinators begin GLC Training and Huddle.
- 8:55 a.m.** Training Coordinators direct all New Volunteers to come into the training room for the New Volunteer Training.
- 9:00 a.m.** Training Coordinators begin the New Volunteer Training by introducing the trainer from the school and giving an introduction to Reading to Kids. The introduction should include a brief history of Reading to Kids and an outline of the day. After 4-8 minutes, Training Coordinators should turn over the training to the trainer from the school.
- 9:15 a.m.** Training Coordinators begin the Returning Volunteer Training in the auditorium.
- 9:30 a.m.** Training Coordinator should finish the Returning Volunteer Training and return to the New Volunteer Training to bring them back to the auditorium. If there are two Training Coordinators, one can stay with the new volunteers and the other can do the Returning Volunteer Training.
- 9:30-9:45 a.m.** Training Coordinators should be available to answer questions from volunteers. (If you are reading, let volunteers know where you will be.)
- 9:45 a.m.** Training Coordinator is done! Prepare for the reading clubs!
- Tips:** You can use a model of question and answer, getting the group involved in the discussion as much as possible. A good way to begin is to ask how many times people have attended reading clubs. Then ask for a show of hands of people who have attended five or more times. You can explain, then, that volunteers who have a lot of experience can use this as a forum to share their advice with newer participants. You can also use this to help gauge your audience.

You can look at the “About Us” page on the Reading to Kids website for more information for the New Volunteer Training introduction.

No matter what topic you are discussing, pick 2-3 things that readers can do TODAY in the reading clubs that is relevant to your topic.