



Coordinator Roles

OVERVIEW

On any team, each person has a role to play. On your City Year school team, each person always plays the roles of tutor, mentor, and role model. Additionally, each team member has a leadership role for their team, serving as the point person for a particular aspect of our service. This is your Coordinator Role. The Coordinators from each team meet twice a month to share best practices, learn new strategies, plan events, and challenge each other to improve our service site-wide. Each coordinator works closely with CY staff points in these areas to learn the skills necessary to perform this role well on their team. While many leadership opportunities will come up throughout the year, a Corps Member will hold their Coordinator Role all year. Each team will have at least one coordinator in each of the following areas.

Literacy

The Literacy Coordinator is responsible for coordinating sharing best practices for the team in their literacy, reading and English Language Arts tutoring practice. They review and provide feedback on literacy session plans, teach back strategies and sessions, and are always ready with creative ways to get students excited about reading. Additionally, they may serve as the point person for a literacy-based event at their school.

Math

The Math Coordinator is responsible for coordinating sharing best practices for the team in their math tutoring practice. They review and provide feedback on math session plans, teach back strategies and sessions, and are always ready with creative ways to get students excited about math. Additionally, they may serve as the point person for a math-based event at their school.

After School / Extended Learning Time

The After School & Extended Learning Time Coordinator role can look different from school to school, depending on the school's specific after school programming. In some schools, they may be the team's collaborating point person with an after school providing partner like the Boys & Girls Club. At other schools, they may be the point person for the team to plan & organize their own enrichment and service learning projects.

Attendance

The Attendance Coordinator is the go-to person for sharing best practices on attendance coaching and tracking and evaluating student attendance data. They work with their team to plan engaging attendance initiatives and events to encourage students to come to school on time every day, as well as ensure that school is a welcoming place where people care about each other and students can be successful.

Student Engagement & Behavior

The Student Engagement & Behavior Coordinator is the go-to person for sharing best practices on coaching students to be problem solvers and resilient leaders among their peers. They work with their team and school [PBIS](#) teams to plan behavior initiatives and incentives. They also work to ensure that school is a welcoming place where people care about each other and students can be successful.

Evaluation

The Evaluation Coordinator will become an expert in spreadsheets and telling the story of our impact through numbers. They collect and interpret our site-wide data on our service and prepare it to update to the site as well our community and school partners on our progress toward our goals. At the school level, they help ensure that their teammates are keeping accurate and timely records of their work.

Events & External Affairs

The Events & External Affairs Coordinator is the “face of the team” when it comes to sharing our work with our community partners. This person gives tours of the school when community members and supporters want to learn more about our work, as well as prepare a monthly newsletter to share with our sponsors, alumni, and schools.

Civic Engagement

The Civic Engagement Coordinator are our go-to people for site-wide service days. They work together plan all of our physical service days and ensure that their school teams are equipped with the knowledge and training to make these community engagement days successful. Additionally, they may work closely with the After School Coordinator and/or Student Engagement Coordinator to plan service learning projects with students at the school.