



Enrollment Coordinator Springboard Summer

Dates: February-June

Location: Select schools in Philadelphia, PA; Oakland, CA; Washington, DC

The Problem

Millions of low-income children are impacted by our nation's persistent reading achievement gap. Children spend only 25% of their waking time in traditional school settings and many lack continuous access to learning during out of school time. What if we capitalize on the remaining 75% of their time? What if we create collaboration between families and teachers? What are the implications if we unlock growth potential to close the reading gap?

Springboard's Solution

Springboard partners with schools to augment children's reading time beyond traditional classroom hours. Parents and teachers work as a team to help scholars move towards individualized learning goals. Teachers build relationships with families through home visits and facilitating family workshops. Further, they create individual plans targeting the needs of each student and share them with parents. Springboard leaders coach teachers, train family members and cultivate reading habits so that our scholars have the requisite skills to access life opportunities.

About Springboard Summer:

Springboard Summer is an intensive, 5-week summer literacy program for Pre-K through 3rd grade students and their families. In each of our school partners, we train their existing teachers to implement the program. Springboard Summer includes the following program components:

- **Home visits:** Before programming, teachers visit the homes of their 15 students to build parent buy-in and lay the foundation for a strong partnership.
- **Instruction:** Teachers use Springboard curricula and baseline reading assessments to conduct daily, half-day literacy instruction with students grouped by reading level rather than age.
- **Family workshops:** Teachers facilitate weekly workshops that train parents to select on-level books and ask questions before, during, and after reading.
- **Coaching:** Site Leaders, hired from within each school, coach teachers towards a personal professional goal and lead weekly Professional Learning Community (PLC) sessions training teachers on best practices around individualized literacy instruction and parent engagement.
- **Learning Bonuses:** Springboard distributes educational incentives—including books and tablets—during a capstone celebration.

By training parents and teachers to collaborate, Springboard more than doubles students' annual reading progress and puts them on track to close the reading achievement gap by 4th grade.



Does this describe you?

The Enrollment Coordinator position is ideal for:

- School community members who personally know school families
- Teachers who can help target specific students for the summer program
- Office staff who frequently speak with families in person and on the phone
- AmeriCorps or City Year volunteers with strong knowledge of school culture and community

Are you ready to ...?

Spread the word about Springboard

- Build excitement about Springboard Summer among teachers, families, and students.
- Request teacher recommendations of students to prioritize.
- Share the Springboard Summer opportunity with students and families

Make an enrollment plan and input student data

- Create and implement a recruitment plan with school administration.
- Enter all student information into Springboard's database while maintaining and organizing paperwork

Reach out to families

- Send home enrollment papers and collect enrollment forms
- Reach out to the families of targeted students
- Follow-up with families with enrollment confirmation
- Continue outreach and enrollment until all seats are filled

Requisite skills & characteristics:

- Proficiency with Microsoft Office, email, and Dropbox
- Ability to learn how to use a new database system
- Knowledge of and strong relationship with school and neighborhood community.
- Superior initiative: goal-oriented and self-motivated.
- Strong interpersonal skills and ability to communicate with teachers, students, and families.
- High level of personal organization and planning.
- Access to phone and computer with Internet.
- Determination necessary to mobilize and energize school community.
- Enthusiasm for family engagement and a belief in our collective ability to close the achievement gap.

How will we measure your success?

- Enrollment paperwork is completed for all students.
- Complete and accurate student data is entered into Springboard's database in a timely manner.
- Students attend Ready Week.

Compensation:

Enrollment Coordinators are compensated \$10/student enrolled and attending Springboard Summer.

To apply:

Send a resume and cover letter with the subject "'Your Name' – Afterschool Enrollment Coordinator" describing your interest to: info@springboardcollaborative.org.