



## Site Coordinator Role and Responsibilities

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The Reach Out and Read Site Coordinator plays an essential role in the efficient implementation of the program. We thank you in advance for being the liaison between Reach Out and Read, your providers, and the children and families we serve together.

**With the site's Reach Out and Read Medical Consultant and provider staff, the Coordinator helps determine the best ways to implement the program.**

### **The role of the Reach Out and Read Site Coordinator is to:**

- **Implement efficient systems for:**
  - ✓ Ensuring that medical providers have a book in hand upon entering the exam room to use as a tool in their developmental surveillance during well-child visits for children through age 5
  - ✓ Ordering, stocking, tracking, and reporting the books distributed
  - ✓ Compiling data for biannual progress reports and submitting the report on time
  - ✓ Keeping site and contact data current on [myROR.org](http://myROR.org)
  - ✓ Updating the Medical Consultant about relevant correspondence from the local Reach Out and Read Affiliate and/or National Center, as well as any challenges in the implementation of the Reach Out and Read program
- **Establish a literacy-rich environment, wherever feasible, which may include:**
  - ✓ Maintaining a collection of gently-used children's books in the waiting room
  - ✓ Creating a reading corner, perhaps with a small table/chairs
  - ✓ Hanging literacy-themed posters on waiting room and/or exam room walls
  - ✓ Posting library sign-up information, story hour schedules
  - ✓ Acquiring and posting adult literacy resources/information
  - ✓ Asking members of the community and staff members to hold gently-used book drives
- **Work with appropriate clinic/department administrator(s) and, where applicable, the local Reach Out and Read Affiliate, to ensure long-term book funding needs are met. You can anticipate an average of cost of \$2.75 per book.**