



Position Title: Central Regional Program Coordinator

Reports To: Program Director

Date Posted: February 26, 2026

Organization:

Founded in 2012, AR Kids Read (AKR) is a nonprofit organization with a vision to see EVERY child reading on grade level. With central offices located in Little Rock, AKR serves Arkansas students using a community-based tutoring model and assessment tools that combine literacy instruction with relationship building. AKR accomplishes its mission through several models including community volunteers, collegiate program students, and part-time paid tutors. Programs run year-round in school and after-school settings. For more information, please visit www.arkidsread.org.

Position Summary:

The Central Regional Program Coordinator is responsible for implementing the programmatic tutoring initiatives of AR Kids Read in the Central Arkansas Region. In this role, it is important to engage and energize AKR stakeholders, including volunteers, community members, and site contacts. The Program Coordinator functions as the primary point of contact for volunteers and Site Coordinators, including volunteer and site onboarding, training, and management.

The Program Coordinator reports to the Program Director. This is a hybrid full-time position located in the central region, paying between \$39,000 and \$42,000 with both on-site and remote work requirements.

Primary Responsibilities:

- Manage tutor vetting, onboarding, site materials, volunteer support and communications, including processing and tracking of tutor background checks, and implementation of volunteer appreciation strategy;
- Foster site relationships and manage tactical aspects of on-boarding, support and communications, including prompt attention to logistical needs and site appreciation strategies;

- Serve as Literacy Playground (summer program) Manager, supervising summer teachers and interns;
- Function as an AKR trainer;
- Maintain volunteer, site contact, and student records using Customer Relationship Management (CRM) systems, including student testing and media releases;
- Contribute as an enthusiastic advocate for tutor recruitment efforts and the AKR program;
- Coordinate and administer pre- and post-test assessments for out of school sites;
- Provide programmatic social media content, including photos, videos, and impact stories;
- Participate in continuing education opportunities, as appropriate;
- Participate in weekly team meetings, quarterly team retreats, special events, and other meetings identified;
- Other duties as assigned.

Professional Skills and Characteristics:

The Program Coordinator will be thoroughly committed to AR Kids Read’s vision and mission. As an integral part of a small nonprofit program team, a passion for learning and community transformation as well as integrity, positive attitude, and self-directed work ethic are crucial. All candidates should have volunteer management experience as well as experience in programs working with students.

Required experience and qualifications include:

- At least two years of professional experience working in volunteer management; training and relationship-building experience preferred; nonprofit experience preferred.
- Bachelor’s degree required
- Experience in education preferred
- Flexibility to thrive in remote and onsite work environments
- Ability to work collaboratively with diverse groups, especially children, volunteers, and educators
- Enjoy working in a fast-paced environment with diverse work interactions and community engagements

- Experience utilizing Microsoft Office Suite
- Experience working with Salesforce or CRMs preferred
- Strong written and verbal communication skills
- Action-oriented, adaptable, and innovative approach to planning
- Ability to handle a flexible schedule involving weekend or after-hours meetings, presentations, and training sessions
- Willingness to travel regularly within Central Arkansas to partner sites and for regular meetings in Little Rock
- Access to stable internet connection
- Must be able to lift 30lbs
- Must complete background check, including child maltreatment
- Transportation, a valid Arkansas driver's license and insurance verification required, with a minimum of car liability coverage of \$100,000.

Salary and Benefits:

This is a full-time position. Starting pay ranges from \$39,000 to \$42,000, commensurate with skills and experience. Benefits include paid vacation, paid holidays, and a 403b plan. This position does not include health benefits. The role will require in-person attendance at meetings and programmatic activities, but also allows for remote work. This position will have a ninety-day probation period.

To apply, please email a resume and cover letter to Michael Barger, AR Kids Read's Program Director, at mbarger@arkidsread.org and reference "Central Regional Program Coordinator" in the subject line. Resumes will be accepted until the position is filled.