



Volunteer Manager

Posted August 17, 2026

Position Title: Volunteer Manager

Department: Programs

Reports to: Director of Programs and Partnerships

Direct Reports: Seasonal intern / admin volunteer

Employment Type: Full-time, 40 hrs a week

Salary: \$53,000

About Sit Stay Read! Inc.

SitStayRead, founded in 2003, is Chicago's only literacy nonprofit using the power of the human-dog bond to inspire kindergarten-second grade students to become confident and enthusiastic readers, writers, and thinkers. SitStayRead advances children's literacy skills with Certified Reading Assistance Dogs, trained volunteer Book Buddies, and a dynamic bilingual curriculum that focuses on evidence-based approaches to hard skills and social-emotional learning for emergent readers. Increasingly, SitStayRead provides family literacy events in the same communities as the schools we serve and in partnerships with trusted nonprofit partners and the Chicago Public Library.

SitStayRead is working to become an anti-racist organization. In order to evolve, it expects its staff, board, and volunteers to share its bold vision and a deep commitment to creating an inclusive, student-centric organization and to execute excellence through skilled management and ongoing evaluation.

Position Overview

The Volunteer Manager leads all aspects of SitStayRead's volunteer lifecycle, and serves as the key liaison between the organization, staff, and volunteers, ensuring programs run smoothly and volunteers remain engaged and motivated.

The Volunteer Manager shifts easily between highly social engagement with a large and diverse set of constituents and detail-oriented work in the Bloomerang suite of apps and Google Workplace. They manage multiple projects with tight deadlines and work in multiple locations, including SitStayRead's office, program sites, and the dog certification site. This role drives relationship and community building within the volunteer corps and requires developed interpersonal skills including empathy, conflict resolution, active listening, and the ability to navigate sensitive situations in person and in writing.

SitStayRead seeks a friendly, energetic self-starter who takes initiative to drive projects to completion, thrives working with small, entrepreneurial teams to meet strategic goals, and enjoys working with children, adults, and dogs. The Volunteer Manager leads a growing and diversifying corps of vested volunteers. As SitStayRead continues to grow, this role will evolve and professional development and advancement opportunities will be provided.



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Essential Functions + Responsibilities

I. Volunteer Program Growth + Management

- Organize, coordinate, and manage the recruitment of volunteers who deliver SitStayRead programs in collaboration with the staff.
- Facilitate and implement consistent orientation and onboarding for volunteers, and in some cases, their dogs.
- Lead or arrange anti-racism, sexual harassment, state-mandated reporting, and other professional development workshops for volunteers in collaboration with the Director of Programs and Partnerships.
- Maintain updated volunteer and canine records in Bloomerang Volunteer suite and Google Workspace.
- Attend ongoing Bloomerang Volunteer training to optimize the app and maintain Standard Operating Procedures.
- Maintain Google and website calendars for recruiting and volunteer events/training. Create and manage volunteer opportunity postings in Bloomerang Volunteer.
- Communicate with volunteers regularly: in-person/in-office/off-site events; mail; individual, bulk, and automated emails; text messages, and phone calls.
- Serve as primary liaison between SitStayRead and the Chicago Public Schools' Volunteer Programs office and other partner points of contact regarding background checks, incidents involving volunteers, and other volunteer issues.
- Serve as primary liaison between SitStayRead and contracted Dog Team Evaluator to onboard new dogs as Certified Reading Assistance Dogs.
- Serve as a Dog Team Observer for prospective Dog Teams in classrooms, or coordinate other designated Dog Team Observers.

II. Volunteer Stewardship

- Enrich and implement volunteer stewardship and retention efforts in collaboration with colleagues and the board development committee. These include championing the SitStayReaders Book Club, seasonal volunteer get togethers, and recognition activities including nominations for annual awards.

III. Operations

- Partner with colleagues to publicize volunteer needs on social media, e-newsletters, volunteer websites, community boards, community fairs, and at SitStayRead events.
- Participate in the all-staff and team meeting as determined each quarter.
- Supervise 1-2 seasonal interns, and an occasional in office volunteer
- Other duties related to volunteers and programs, as they may arise.



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Qualifications

Mission-driven Passion for universal literacy, the well-being of all children, animal-assisted learning, and social justice. Operate with a deep curiosity about children and adults, and how they learn. Love dogs; previous professional dog handling experience is not required, but a bonus.

Communication Excellent written and verbal communication skills. Ability to adapt for various audiences including children, teammates, volunteers, teachers, administrators, and external audiences. Ability to actively listen and process verbal and written information from various sources. Bilingual English/Spanish or conversational Spanish is strongly preferred.

Work Style Detail-oriented self-starter with the ability to prioritize and organize effectively as part of a small, nimble, creative, and solutions-focused team. Experience effectively managing a team; evidence of excellence working with others to reach common goals and objectives; ability to prioritize and delegate effectively. SitStayRead is poised for a DPP with vision and drive.

Student-Centric in Approach Philosophical and professional belief that universal literacy is a social justice issue; commitment to centering the student experience in all aspects of programming and decision making.

Community Building + Management At least 2 years of experience organizing or managing groups or teams with shared goals. Experience and cultural awareness about working across multiple age, economic, educational level, and cultural groups (our volunteers range from teens to octogenarians). **This will be a critical topic of discussion in the interview process and SitStayRead acknowledges transferable skills from settings other than a volunteer program.

Recruitment and Sales Experience in representing a group or organization publicly, online, and in sector or peer organization settings. Transferable skills may have been honed in community organizing, admissions, sales, or other “customer service” settings.

Training Experience co-designing and leading training opportunities that contribute to the development of participants.

Database Management Experience using a digital platform such as Salesforce CRM or similar database to input and maintain data, and to track communications. SitStayRead uses Bloomerang Volunteer. Tech support for volunteers using the app.



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Posted August 17, 2026

Technical Proficiencies Skilled in Google Workplace or similar (Teams). Confident and eager learner of new technologies and human systems to foster efficiencies, healthy work culture, and strong program development.

Education Bachelor's degree or higher with at least 2 years of on the job learning outside of school. Certification in Volunteer Administration (CVA) preferred.

Position Details

- Full time, 40 hours per week
- Schedule: Typical work week is Monday through Friday from 9:00 a.m.- 5:00 p.m., flexing out evening or weekend hours, and flexibility in start/end times and hybrid work upon agreement with supervisor.
- Reliable transportation required to arrive at SitStayRead's Lakeview office and for school visits and community events across Chicago, largely on the south and west sides.
- Must pass SitStayRead and Chicago Public School background checks, including fingerprinting and complete CPS required annual training.
- Must provide proof of vaccinations required by school partners unless a medical or religious exemption applies, in which case the organization must be notified in advance of any visit.

Compensation

- Anticipated start date: September 21, 2026, sooner if possible
- Salary: \$53,000
- Benefits: Competitive benefits package includes:
 - BCBSIL Medical insurance options
 - Flexible Spending Account options for health, commuting, child and elder care
 - Guardian Dental insurance
 - Guardian Vision insurance (VSG)
 - Principal Life and Accidental Death + Dismemberment Insurance
 - My Illinois Savings Retirement Savings option (portable ROTH IRA)
 - 13 paid office holidays including one floating day
 - Unlimited PTO (vacation, sick, and mental health days)
 - Summer hours Memorial Day to Labor Day weekend



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- Three days of human and pet bereavement leave
- Employees are advised to review the current Employee Handbook for details which may be subject to change.

SitStayRead is an equal opportunity employer. SitStayRead is committed to building a culturally diverse and pluralistic team. We strongly encourage applicants from underrepresented communities in the education and nonprofit sectors to apply. SitStayRead does not discriminate in hiring. We encourage people from all backgrounds to apply for this and all posted positions.

Please send a cover letter and resume to careers@sitstayread.org with 'Volunteer Manager' in the subject line.