

**United Way of Kenosha County**  
5500 6th Avenue, Suite 210  
Kenosha, WI 53140  
Office: (262) 658-4104



## SUMMER EDUCATION COORDINATOR (TEMPORARY - 8 WEEKS)

**United Way of Kenosha County**

**Part-Time | June 8 – July 31 | 10 hours/Week | Hourly Rate \$15-17**

**On-Site or Hybrid role with minimum 6 hours on site Tuesdays and Thursdays at the Kenosha Emerging Leaders Academy with additional hours completed remotely.**

### Position Summary

United Way of Kenosha County is seeking a Summer Education Coordinator to support the Readers Are Leaders summer program. This short-term role is ideal for someone who is passionate about education, enjoys working with students and volunteers, and has an interest in storytelling and social media.

### Key Responsibilities

- Support day-to-day coordination of the Readers Are Leaders summer program
- Assist with student and volunteer engagement during program sessions
- Capture photos and document program activities
- Collect success stories and testimonials from students, volunteers, and families
- Create and post social media content highlighting program impact
- Assist program director with key tasks and support tutoring

### Qualifications

- Valid Driver's License, Car Insurance, and Vehicle for transportation
- Smart phone capabilities
- Laptop for email, word, and social media capabilities

- Strong communication and organizational skills
- Comfortable engaging with students, families, and volunteers
- Experience with social media and basic content creation preferred
- Interest in education and community impact

## Additional Requirements

Final candidates must pass a background check and drug screening prior to employment.

Please submit your resume to [info@kenoshaunitedway.org](mailto:info@kenoshaunitedway.org)