

Position Title	Literacy Program Coordinator		
Working Title			
FLSA Status	Exempt	Job Code	
Salary Band	MP3		

General Purpose

Working independently with general guidance, this position is responsible for designing, implementing, and evaluating the District's literacy programs.

Illustrative Examples of Duties and Responsibilities

As part of a service priority team, develops, and implements the District's literacy programs such as Reading Buddies, Primetime Family Reading, and Summer Learning Partnership with Excelerate Success in coordination with Public Services Managers and Librarians.

Works with the Public Services Managers to:

- Identify potential sites and establish community partners;
- Coordinate library service and program delivery to identified sites/partners
- Evaluate impact of programs by collecting data and other evaluative tools.
- Gather statistics, audit volunteer hours and services performed, and produces reports and tracking information.

Hires and trains volunteers/staff to meet literacy program goals and objectives; collaborates with Public Services Managers and Library Operations Manager to assign and schedule volunteers/staff; may coordinate with other staff to recruit volunteers.

Collaborates with Public Services Managers to maintain positive working relationships with identified community partners, schools, etc.

Performs other duties as assigned.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Supervision

Reports to
Public Services Manager

Supervises
Volunteers; may also supervise Summer Programming Assistants and other, similar temporary staff.

Minimum Qualifications

Required

- Bachelor's Degree in Early Childhood Education/Elementary Education or related field of study
Two years recent, relevant work experience with children
- Two years of recent experience in coordinating or managing educational, literacy, volunteer, or similar programs

Preferred

- Master's Degree in Early Childhood Education/Elementary Education or related field of study
- Public Library or educational experience
- Prior experience working with young children in a professional capacity
- Prior experience working with partner or outside organizations on collaborative efforts

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- Children's literature and literacy
- Coordinating volunteers
- General knowledge of principles and practices of library resources, programs and services
- Student assessments

Skill in

- Use of computers systems and various software programs to access information
- Demonstrated skill in giving presentations to community groups and potential literacy partners
- Demonstrated skills in listening, communicating and collaborating.



www.sclld.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

Ability to

- Work independently to meet program goals and objectives
- Navigate the public school landscape
- Consistently demonstrate effective customer service behavior(s);
- Demonstrate clear and concise speaking skills with individuals and groups
- Write effectively using correct grammar, punctuation, and spelling
- Manage detail recognize and set priorities
- Work accurately follow directions and meet deadlines
- Work a flexible schedule including evenings and weekends as needed
- Establish and maintain effective working relationships in a team environment
- Use initiative, problem-solving skills, and sound judgement
- Collect and evaluate data
- Clearly communicate impact of statistics to stakeholders and outside parties

Work Environment/Physical Demands

Work is performed primarily in an office or library environment. Work may be performed at offsite locations during library outreach activities. This position requires frequent public contact. Moderate stress may be encountered due to heightened library activities or intense customer interactions.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



www.sclld.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250
Argonne Library
509.893.8260

Cheney Library
509.893.8280
Deer Park Library
509.893.8300

Fairfield Library
509.893.8320
Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340
North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390
Spokane Valley Library
509.893.8400