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## Lassen Library District

# POSITION DESCRIPTION

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### **FAMILIES FOR LITERACY COORDINATOR**

**POSITION DEFINITION:** Performs a variety of specialized duties related to the functions and programs of the library Families for Literacy program, which may involve a considerable amount of independence of action and routine decision-making. Regularly performs with minimum supervision.

**SUPERVISION RECEIVED AND EXERCISED:** Receives technical and functional supervision from the Literacy Coordinator. May exercise technical and functional supervision over volunteer tutors.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to the following:

- The development and timely execution of specific strategies which creatively engage adult learners and their families' interest and sustained participation in sharing reading experiences at home and at the library and in celebrating literacy accomplishments at home or at the library
- Maintaining ongoing attention to programming which recognizes and allows for the sharing of ethnic and cultural differences in reading experiences
- Conducting training for tutors in techniques for modeling reading to children and parent-child interaction as well as in basic language development and language acquisition principles important to the emerging literacy needs of the child
- The creation of opportunities for adult learners to share/learn from each other about change in family reading behaviors and values toward reading, and in how to create a print rich home environment which values and supports literacy
- The development and timely execution of specific recruitment strategies designed to attract current learners with children under the age of five to adult literacy program, and when appropriate, to attract new learners with preschool age children

**MINIMUM QUALIFICATIONS:**

Knowledge of:

- Positive interpersonal human relationships with supervisors, library staff, tutors, learners and general public
- Need for confidentiality of learner activities and records
- Office methods, procedures, and practices including utilization of office machines and appropriate computer software applications
- Correct English grammar, spelling and punctuation

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work
- Plan and conduct story times and activities for families with children under the age of five
- Communicate clearly and concisely, both orally and in writing
- Create and maintain a file system
- Organize and maintain documentation
- Prioritize tasks
- Work with computer applications in completion of duties
- Maintain complete and accurate current financial records pertaining to the budget of the Families for Literacy program
- Prepare and present regular reports to the California Library Campaign and the Lassen Library District Board of Trustees

Experience and Training:

Experience: At least two years experience working with parents and children under age five years in a leadership, teaching or tutoring role; volunteer experience will be considered

Training: Minimum education equivalent to the completion of the twelfth grade; A.A. or equivalent experience preferred; continuing education in child development desirable