

DEL NORTE COUNTY LIBRARY DISTRICT
Job Description of DN Reads Learning Manager
September 24, 2026

Number of Openings: 1

Workload: Part-time, not to exceed 999 hours from date of hire, average 19 hours per week. Learning Managers create their own in-office and work from home schedule in 2-4 week increments based on programming needs.

Hourly Rate = 36.00- 50.00 hourly

5 days of sick leave are provided annually from the date of hire. No other benefits are provided.

About the Learning Manager Positions:

This is a grant funded position, and will remain as long as grant funding allows.

The Learning Managers will work with:

- Library Director
- Library Staff
- The Library Governing Board
- The community of Del Norte and Tribal Lands

to build a sustainable, lifelong, learning program for the community of Del Norte and Tribal Lands (DNaTL).

The Learning Managers will use shared decision making to:

- Work closely with the Director and Library Board of Directors to fulfill the mission of Del Norte County Library and the literacy program
- Research, identify, and apply for grants. This includes, but is not limited to California Library Literacy Services.
- Recruit and train volunteer and paid Youth and Adult Tutors to deliver instruction that aligns to Learner goals and program goals
- Provide coaching, training, leadership and mentoring to literacy tutors and volunteers in all aspects of educational service delivery
- Create and implement sustainable brain-based training and coaching for literacy staff, library staff, and community partners
- Develop Memorandums of Understanding (MOU) and Scopes of Work (SOW) with partners within DNaTL that will be sustainable
- Develop and maintain relationships with partners to ensure that necessary services are provided
- Coordinate services for the literacy program, including reflecting and revising systems, policies, programs and practices

- Recruit, enroll, and monitor Learner's sign up process assessments to measure progress and develop SMART goals
- Coordinate the delivery of educational services, supplies, and materials for Tutor/Learner matches
- Expend literacy funds within established policies under the direction of the Library Director and in compliance with any required funder reporting
- Assist in the development of a sustainable, annual literacy budget for 2027 and beyond
- Compile and maintain literacy records, statistics, and reports in accordance with FERPA
- Improve, monitor and maintain systems for:
 - learner recruitment, enrollment, monitoring and exiting
 - tutor recruitment, orientation, training, and support
 - matching, monitoring, and exiting Tutor/Learner pairs
- Participate in the promotion and facilitation of services, programs, and events
- Participate in community outreach and transportation of learning materials
- Document and create sustainable classes/programming offered by the library
- Attend and participate in collaborative meetings
- Collectively care for the shared offices and spaces used by the program

Learning Manager Qualifications / Skills:

- Works with a team by: contributing to group discussions, sharing and receiving constructive criticism, taking on independent tasks, seeking help and feedback, reflecting and revising.
- Works independently by: meeting deadlines for tasks to help complete team projects and coordinating learning services.
- Ability to work as team and independently to improve and and grow the development of the library literacy program
- Knowledge of evidence-based principles, methods, practices and programs that support teaching and learning
- Eagerness to continue learning by studying the Neurosequential Model, developed by Dr. Bruce Perry, and implementing the knowledge into the policies, systems, programs and practices
- Willingness to learn about Teal Organizations and eagerness to participate in implementing the values of such organizations
- Demonstrates a high level of digital literacy, especially with Google and Google apps ● Knowledge of the geography, history and unique needs of Del Norte County and Tribal Land
- Ability to articulate ideas and seek deeper understanding of others' ideas through listening, reading, speaking and writing
- Ability to recruit, train, and oversee literacy volunteers
- Ability to carry 25 pounds, bend, lift, and twist
- Ability to complete assigned tasks by deadline
- Ability to maintain confidentiality

- Ability to work with the public
- Attention to detail
- Computer literacy; including but not limited to Google Calendar and the Google Workspace

Bilingual or multilingual speakers are desired, but not required. Bilingual Learning Managers receive an additional 2.00 hourly for this skill

Additional Learning Manager Qualifications / Skills: Applicants must have these skills and be willing to reflect and refine them.

- A belief that conflict is a natural cycle of rupture/repair, and that this rupture/repair process is required for a healthy and sustainable teaching and learning environment
- Ability to hold self and others accountable using restorative processes
- Ability to give and accept meaningful apologies and repair harm
- Ability to self-regulate and manage emotions during conflict
- Ability to address conflict in constructive, productive ways
- Ability to embrace, admit and learn from mistakes

Learning Manager Requirements:

- Must have a valid CA Driver's license, current proof of vehicle insurance, and a reliable vehicle
- A demonstrated ability to be trained and willingness to accept and respond to direction
- A Bachelor's Degree from a recognized college or university and/OR significant experience and expertise in teaching and learning
- Evidence of written, oral and interpersonal communication skills
- Experience in working with the public/customer service

Application Process:

- The application window remains open until the position is filled.
- Interested applications should submit their resumes and a letter of interest to dnreads@delnortecountylibrary.org