

DEL NORTE COUNTY LIBRARY DISTRICT
Job Description of DN Reads Learning Facilitator
October 2, 2025

Number of Openings: 2

Workload: Part-time 80-100 hours per month. Learning Facilitators create their own in office and work from home schedule in 2-4 week increments based on programming needs.

Hourly Rate = 44.00

The application window closes on November 3, 2025 at midnight. [Complete the application](#)

This is a grant funded position that will remain as long as grant funding allows- these positions currently have guaranteed funding until December of 2026.

About the Learning Facilitator Positions: Del Norte Reads, the literacy program at Del Norte County Library, was awarded a substantial grant from Klamath Promise Neighborhood (KPN) to:

- continue to coordinate Adult, ESL, and Family Literacy services using framework provided by California Library Literacy Services
- plan, implement, and monitor a Youth Peer Tutoring program.

The funding will be used to:

- strengthen the existing programming
- adopt and implement a Youth Peer Tutoring Program
- create and implement a sustainability plan, including continued funding of these temporarily funded positions

The Learning Facilitator positions are key to the sustainability of the program expansion, as are the services that coordination provides to the community. This is a grant funded position, and will remain as long as grant funding allows.

The Learning Facilitators will work with:

- Del Norte Reads Program Manager
- Another Learning Facilitator
- Del Norte Reads Assistant
- Library Director
- Library Staff
- The Library Governing Board
- The community of Del Norte and Tribal Lands

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

The Program Manager *and* Two Learning Facilitators will use shared decision making to:

- 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
- Assist in the promotion and facilitation of services, programs, and events
- Assist with community outreach and transportation of learning materials
- Attend and participate in collaborative meetings
- Provide coaching, training, leadership and mentoring to literacy tutors and volunteers in all aspects of educational service delivery
- Compile and maintain literacy records, statistics, and reports in accordance with FERPA
- Assist in the development of a sustainable, annual literacy budget for 2027 and beyond
- Participate in weekly staff meetings to:
 - Coordinate services for the literacy program
 - Reflect on and revise systems, policies, programs and practices

The Learning Facilitators Will:

- 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
- Identify possible funding sources and assist in the writing of grant proposals for literacy services
- Expend literacy funds within established policies under the direction of the Library Director and in compliance with any required funder reporting
- Research and adopt sustainable curriculum and programs that support the multiple intelligence modalities of the literacy program
- Recruit and train other volunteers and tutors in delivering the curriculum through multiple intelligence modalities of the literacy program
- Research and apply for out-of county grants that will be sustainable past December of 2026. This includes, but is not limited to California Library Literacy Services.

Learning Facilitator 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

- 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

Bilingual or multilingual speakers are desired, but not required.

Learning Facilitator Qualifications / Skills: If the applicant does not currently have the skills, they must be willing to learn them. If they do have these skills they must 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 Facilitator 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 closes on November 3, 2025 at midnight. You will be notified by Wednesday November 5th if you are invited to the collaborative conversations.*

1. [Complete the application](#)
2. Attend 2 collaborative meetings (you can drop out at any point)
 - One meeting will be online, the other will be in person. The meetings are scheduled for:
 - November 6: Online, 5:15-6:15pm
 - November 7: In person, 5:15-6:15pm
 - The collaborative meetings are what will replace the typical job interview. Collaboration is critical to the success of this project, so there will be two collaboration meetings instead of an interview process.

- The collaborative meeting will include the DN Reads Program Manager, DNCL Director, a DNCL Board Member and one additional partner or library staff.
 - These Collaborative meetings will be attended by all applicants
 - At the first meeting, you will learn about where DN Reads is in the systems building process and provide your insights, questions, ideas and feedback. Additionally, you will highlight the skills and tasks you would be interested in taking on independently if hired.
 - In the second meeting we will work as a team to create or revise a process or solve a problem.
3. Fingerprints:
- If you attend both collaborative meetings and still feel like the job is a good fit for you, you will need to obtain a background check while we conduct reference checks.
 - The background check can take 4-6 weeks to come back, so it is expected that you complete it ASAP after the second meeting.
 - We can reimburse you for the background check whether you get a job offer or not. Details will be provided at the end of the second meeting.
4. Reference Check: If you attend both collaborative meetings and still feel like the job is a good match, we will complete a reference check. Three references will need to be provided. One must be a professional reference.
5. Job Offer/Decline: The hiring committee will either:
- Offer you a position OR
 - Offer you a contract for a specific skill/task OR
 - Offer you other ways to volunteer for the literacy program

Refusal to comply with any part of the application process will result in being disqualified as a candidate for the job.