

DEL NORTE COUNTY LIBRARY DISTRICT

Job Description of Literacy Coordinator

May 18, 2021

Workload is 19 hours per week. The Literacy Coordinator reports to the Library Director.

Literacy Coordinator Responsibilities:

Work cooperatively with colleagues, tutors, volunteers, and students.

Attend and participate in collaborative meetings locally and through the California State Library.

Develop and maintain relationships with other agencies to ensure that necessary services are provided.

Coordinate the delivery of educational services for adults and children; perform student assessments to measure progress and develop objectives.

Involve learners in using computers and other resources to accomplish learning goals.

Recruit and train other volunteers and tutors in delivering the functional curriculum through multiple intelligence modalities of the literacy program.

Provide coaching, training, leadership and mentoring to literacy tutors and volunteers in all aspects of educational service delivery.

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 California Library Literacy Services.

Compile and maintain literacy records, statistics, and reports.

Assist in the development of the annual literacy budget for review by the Library Director and manage expenditures relating to the literacy budget.

Assist in the promotion and facilitation of services, programs and events.

Assist with community outreach and transportation of library materials to other agencies.

Ad hoc Library duties as required.

Literacy Coordinator Qualifications / Skills:

Ability to carry 25 pounds, bend, lift, and twist.

Knowledge of principles, methods, and practices of adult learning and literacy issues.

Ability to recruit, train, and oversee literacy volunteers.

Knowledge of the unique rural community in which the Library is located.

Ability to organize and direct the growth and development of the Library literacy program.

Ability to work with the public.

Computer literacy.

Attention to detail.

Confidentiality.

Ability to convey information correctly through speaking and writing.

Reading comprehension.

Literacy Coordinator Requirements:

A Bachelor's Degree from a recognized college or university OR five (5) years of experience in working with students and delivering curriculum.

Five (5) years of experience in working with the public/customer service.

Evidence of written, oral and interpersonal communication skills.

A demonstrated ability to be trained and willingness to accept and respond to direction.

Must have a valid CA Driver's license, current proof of vehicle insurance, and a reliable vehicle.