

Full-Time Children's Literacy Coordinator

The Millbrook Library is looking for an enthusiastic and engaging person to become their new Children's Literacy Coordinator.

The ideal candidate will be creative, energetic, flexible, organized, and able to efficiently plan, promote, and supervise in-person and virtual programs for children ages birth – 6th grade. Must have the ability to coordinate volunteers and program facilitators, and be willing to participate in community outreach and events. This full-time position will require occasional Saturday hours and some evenings, as well as assisting staff at the circulation desk when necessary.

Responsibilities

- Plan, promote, and implement early literacy programs (online and in-person) for babies and children up to 6th grade.
- Order collection materials for babies and children up to 6th grade.
- Collaborate with local school librarians, parents, and organizations within the community.
- Research, contact, and negotiate with potential program presenters.
- Develop, schedule and administer the annual summer reading program for children.
- Set up program space, run programs, and assist presenters as needed.
- Participate in professional groups, listservs, and other opportunities for learning and networking.
- Present information about library services and programs to individuals and groups.
- Attend community events to promote library programs and services.
- Work as part of a team with the other library staff.
- Actively seek and utilize feedback, ideas, and recommendations from staff, patrons, community members, and others.
- Identify opportunities to secure grants for programs geared toward early literacy.
- Maintain statistics and develop reports.
- Occasional circulation desk shifts.
- Other duties as assigned.

Essential Traits:

- Knowledge of early literacy skills and development.
- Ability to collaborate effectively with community organizations.
- A commitment to social justice and fostering an equitable community.
- Ability to perform with minimal supervision, establish and maintain priorities, meet deadlines, exercise initiative, and make independent decisions.
- Ability to represent the library in a professional manner.
- Able to work effectively with adults and children.

- Ability to communicate clearly and regularly with director and staff regarding planning and programs.
- Able to multi-task in a fast-paced environment.
- Strong computer and writing skills.

Schedule:

- Full-time, 35 hours / week (days, evenings, some weekends required).
- Start date of July 2022 (preferably with some training days beforehand).

Minimum Qualifications:

- Associates Degree with 1-3 years of experience working with children in a library, preschool or similar setting.

Salary:

- \$40,000 a year.
- Generous benefits package including Vacation, Sick, & Personal time, Medical insurance, Dental insurance, Life insurance & 403(b) Retirement Plan.

Please send a cover letter, resume, and three references to Courtney Tsahalís at director@millbrooklibrary.org.