

Muskegon Area District Library

Equal Opportunity Employer



How to apply: Complete a MADL application (can be found at www.madl.org), along with a resume and cover letter to jwonders@madl.org.

Position/location: Early Literacy Coordinator-Fulltime/Admin **Posting Date:** November 5, 2018
Pay: \$15.16 / hour – Great Benefit Package **Closing Date:** November 16, 2018

JOB SUMMARY

This position, under the leadership of the Marketing and Community Engagement Manager, works to promote reading, early childhood/family literacy and initiates, coordinates and supports other opportunities to bring library services to the community through innovative approaches. Work is performed at all branches of the Muskegon Area District Library.

Essential Duties:

- Coordinates, recruits, mentors and trains volunteer and intern staff of Storyville.
- Plans programming and services for Storyville.
- Collaborates with the Youth Services Coordinator and Team to develop, promote and facilitate innovative programs to build literacy and love of reading to meet the needs of the community.
- Presents parent and caregiver's education in coordination with Youth Services staff and Management.
- Conducts and assists in coordinating story time and other child-related programs as required.
- Assist in maintaining files of story times and craft ideas and storage of craft supplies.
- Provides outreach to preschools, funders, caregivers and the community, specific to early literacy.
- Helps to maintain order and cleanliness in children's area.
- Assists in selecting materials, supplies etc. needed for programs following procedures and keeping to library budget.
- Assists with social media creation, implementation and monitoring of statistics.
- Develops, implements, and keeps records of program attendance, materials used and other outcome measurements.
- Develops print and electronic resource tools for parents and caregivers.
- Plans work according to established procedures.
- Understands and supports departmental, library and system policies and procedures.
- Assist patrons in the use of library equipment.
- Provides circulation desk procedures, such as but not limited to, checking in/out materials, accurately registering patrons, issuing new and replacement cards using computer.
- Builds relationships with families and coworkers creating a dynamic environment while presenting early childhood programming in an engaging, entertaining manner.
- Uses excellent customer service skills with internal and external customers.
- Able to work evenings and Saturdays as necessary.
- Actively supports the values of MADL.
- Performs additional related duties in order to meet the needs of the department, and system.
- Demonstrates a commitment to continuous learning by participating in training opportunities, professional associations and sharing knowledge in the workplace.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Associates Degree with an emphasis in literature, elementary education or library science AND
- Minimum of one-year experience in library, preschool or elementary educational programs OR an equivalent combination of education and experience.
- Love of working with children and families of young children and have a passion for literacy.
- Proficient in Microsoft Office.
- Strong organizational and planning skills and the ability to multi-task and prioritize tasks.
- Working knowledge of social media.
- Understands and implements use of current technology.
- Regular job attendance and punctuality.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to fifty (50) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is performed mostly indoors.

SPECIAL REQUIREMENTS

Possession of a valid Michigan driver's license and must have insured vehicle for use on Library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.