

## JOSEPHINE COMMUNITY LIBRARY DISTRICT

**POSITION TITLE:** Early Literacy Outreach Coordinator

**SUPERVISOR:** Youth Services Librarian

### SUMMARY OF POSITION

The Early Literacy Outreach Coordinator supports the library's community engagement and outreach activities with a focus on early literacy by collaborating with staff and library partners to develop services, programs, presentations, and events according to strategic goals. This position also supports the children's library public service desk, providing excellent customer service and early literacy support for parents and caregivers. Working with designated staff, the Early Literacy Outreach Coordinator maintains a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

### ESSENTIAL FUNCTIONS

- Coordinate outreach activities to promote library services at community meetings and events.
- Facilitate communication with community groups and partnering organizations serving families and young children.
- Plan and facilitate early literacy programs and events for young children.
- Support volunteers in assigned areas by providing enhanced training opportunities and promoting online resources.
- Assist on Children's Library public service desk in the Grants Pass branch to ensure consistent, high quality patron interaction and excellent customer service.
- Respond to patron phone calls, emails, and website inquiries as assigned.
- Ensure compliance with all policies and procedures.

### NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

### SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. Decisions are made with a supervisor's oversight and within organizational and governmental guidelines. Errors could result in delay of department services, poor public relations, or loss of volunteers.

### SUPERVISORY RESPONSIBILITY

Position may train and assign tasks to volunteers.

### CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

### QUALIFICATIONS

- Associates degree in related field; or two years of early childhood education is preferred.
- Proficiency with Microsoft Windows, Microsoft Office (Microsoft Word and Excel), e-mail and Internet essentials A combination of education, training, and experience that demonstrates the candidate's ability to perform the duties and responsibilities as described.

OR, any combination of education, training, and experience which demonstrates the candidate's ability

to perform the duties and responsibilities as described.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong computer literacy skills.
- Ability to prepare and make public presentations.
- Works with a close attention to detail and high degree of accuracy.
- A positive, results-oriented, problem-solving attitude.
- A team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Initiative and ability to prioritize a variety of important tasks.
- Enthusiasm for learning new skills.
- Strong written and oral communication skills. Spanish language ability preferred.
- Library experience is preferred, but not required.
- Familiarity with integrated library systems (ILS) or other database management software preferred.

### **PHYSICAL DEMAND**

- Ability to perform physical tasks including frequent standing, bending, stooping and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

### **JOB CONDITIONS**

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

### **FLSA STATUS**

Temporary grant funded position. Non-exempt status.

### **BACKGROUND CHECK and DRUG SCREENING:**

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.