

Swarthmore Public Library
EARLY LITERACY PROGRAM COORDINATOR

Job title: Early Literacy Program Coordinator

Reports to: Library Director

Classification: Part-Time; Non-Exempt; up to 10 hours a week

POSITION SUMMARY

Under the supervision of the Library Director, plans and presents engaging early literacy programs for children from birth through age five and their caregivers. The position focuses on fostering school readiness and a lifelong love of reading through storytimes, music, movement, and play.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and conduct 3–6 weekly storytimes for infants, toddlers, and preschoolers.
- Prepare crafts, sensory activities, and program materials.
- Create a welcoming environment for children and caregivers.
- Recommend books and library resources to families.
- Assist with promotion of early literacy programs.
- Maintain supplies, equipment, and program statistics.
- Conduct occasional outreach storytimes at preschools, childcare centers, and community events.
- Assist with the Summer Reading Program as needed.
- Participates in staff training and continuing education.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or its equivalent required. Bachelor's degree from an accredited college preferred.
- Previous experience with children, either in a professional or volunteer capacity.

SKILLS AND ABILITIES

- Desire and ability to serve the public with enthusiasm, friendliness, tact, and diplomacy.
- Possess a willingness to sing songs and dance, whether solo or accompanied by music.
- Strong interpersonal skills and the ability to work effectively with a wide range of people.
- Ability to comprehend and follow instructions and communicate effectively, orally and in writing.
- Adept at multitasking and organization with keen eye for details.
- Must possess advanced computer application skills.

SPECIAL REQUIREMENTS:

- This position requires satisfactory passage of criminal background check and child abuse clearances.

PHYSICAL DEMANDS:

- Moderate to substantial physical effort is required to perform duties under typical work conditions.
- The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms.
- Vision requirements include the ability to read routine and complex documents and use a computer.
- The employee is sometimes required to lift and/or move up to 25 pounds, climb, stoop, kneel, crouch, or crawl.

HOURS AND BENEFITS:

- Must be adaptable to changing work hours and have flexible availability to fill in where needed.
- Nights and weekends are required.
- Paid time off (PTO) allowance based on longevity of employment plus 12 paid holidays per year.

PLEASE NOTE: This job description is not designed to contain all of the activities, duties or responsibilities that are required of the employee. Other duties may be assigned to meet library needs.

Swarthmore Public Library is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

My signature below indicates that I have received a copy of my job description and that I understand the requirements, essential functions and duties of the position.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____