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415 North Church Street  
West Chester, PA 19380



## Job description

Title: Early Literacy Program Coordinator

FLSA Status: non-exempt, part-time (< 20 hrs/week); \$10.00/hour

Purpose: To plan and present early literacy programming for children ages 0 months to 5 years.

Reports to: Youth Services Librarian

**Days/times: Tuesdays, 9am – 3pm; Thursdays, 9am – Noon, planning time scheduled as needed**

### Core Tasks:

- Prepare and present early literacy programming for infants, toddlers and preschoolers.
- Use Evanced (online events management) to set up and manage registration for early literacy programming.
- Prepare promotional materials (print and digital) for early literacy programming.
- Assist in maintaining book collection and materials for early literacy programming.
- Assist in planning and preparing craft activities and other Summer Reading Challenge events.

### Skills:

- Possess excellent presentation skills for children's programming
- Use document creation software to create PR materials
- Possess excellent oral and written communication skills
- Possess excellent customer service skills

### Knowledge:

- Knowledge of Children's literature
- Knowledge of child development and PA education standards helpful

**Education and experience:** Bachelor's degree and 1-2 years' experience in children's services in a public library preferred.

**Physical abilities:** Handle, lift, or move library materials weighing up to 25 lbs, book trucks weighing up to 125 lbs; sit or stand at a computer terminal for up to 4 hours at a busy public service desk; and stand, sit, walk, stoop or reach within a confined area; manage an active group of young children in a program setting.

**Additional Requirements:** All library positions require the following criminal background and child abuse clearances: report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the PA Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

**Disclaimer:** This job description does not cover or contain a comprehensive listing of the activities, duties, or responsibilities required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

West Chester Public Library is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, age, disability, sexual orientation, veteran status, marital status, and any other categories protected by federal, state or local law.

3/14/2018