

Early Literacy Coordinator

Lancaster Public Library invites applications for a full-time Early Literacy Coordinator who reports to the Manager of Children and Teen Services. We are seeking a friendly, highly motivated person who enjoys working with children and their caregivers. This position requires the development and implementation of educational and entertaining children's programming, with a focus on developing an inclusive and welcoming environment that fosters parent-child bonds and allows families to engage in programming together. In addition, the ideal candidate will be flexible and demonstrate the ability to help children of all ages (birth to 19) with their library needs, such as readers' advisory, location of materials, and information literacy.

The Lancaster Public Library (LPL) inspires, empowers, and strengthens our community by connecting people with information, ideas, and enriching experiences. By providing equitable access to vital educational resources, exceptional programming, and community building opportunities, the Lancaster Public Library is recognized as a dynamic center of knowledge and a cornerstone of a thriving Lancaster community. LPL is an Equal Opportunity/Equal Access/Affirmative Action institution. We encourage applications by members of diverse groups and by persons with a demonstrated commitment to issues of diversity and experience in achieving goals relative to inclusive excellence.

Purpose of Position

The Early Literacy Coordinator is a new position that works as a member of the Children and Teen Services (CaTS) team. This position plays a key role in serving our youngest patrons and their caregivers with high-quality, engaging programming. The Early Literacy Coordinator will also be responsible for networking with community partners to provide outreach and connect library patrons with necessary outside resources.

Primary Responsibilities

- Design, present, and evaluate a variety of diverse programming for children through story times, family literacy events, kindergarten readiness initiatives, etc. in order to encourage early literacy and lifelong learning.
 - Programming to be done at the main library and its secondary location.
- Respond to patrons' information needs while staffing the Youth Services desk, including users of the Autism Resource Center.
 - Duties to include readers' advisory, conducting library tours, and creating book displays, as well as other duties as assigned.

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- Support and help to implement library reading initiatives, such as the Summer Reading Program and 1000 Books Before Kindergarten.
- Assist CaTS manager in a variety of outreach initiatives:
 - Provide outreach services to existing community partners as opportunities arise.
 - Build and maintain relationships with community groups, agencies, and schools within LPL's service area to encourage collaborative programming, increased library usage and visibility, and create greater learning opportunities for children.
 - Build an outreach program that offers library services outside of the physical building and other traditional library venues, in order to reach members of the community who are unable to visit our buildings.
- Evaluate and make recommendations for juvenile collection development, with a focus on the materials geared to our youngest patrons, based on community needs, usage levels, and relevance of materials.
- Process library materials at the request of the department manager.
- Engage in professional development relevant to library services, specifically with an emphasis on material relating to infant and child development and learning.
- Contribute to the team effort by occasionally offering school-age and teen services as necessary, as well as helping to complete general department projects.
- Perform other duties as assigned.

Qualifications

Education and/or Other Requirements

- Graduate degree in Library and Information Science required.
 - Hands-on experience with early children's literacy preferred.
- Graduate degree in Early Childhood Education also considered.
- Bi-lingual skills a plus.
- Experience with Sierra or other library software is preferred.
- Proficiency in Microsoft Office Suite.

Knowledge, Skills, and Abilities

- Ability to organize, direct and implement a comprehensive program of service to meet the needs of the community.
- Strong, positive customer service skills.



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- Knowledgeable about technology and committed to keeping current with the latest trends in STEM and maker tools, especially as it relates to early literacy.
- Highly motivated, a quick learner, organized, reliable, and able to adapt to changing user needs.
- Scheduling flexibility required, as work schedule will include evenings and weekends, and may vary based on the needs of the organization.
- Ability to complete assignments by assigned deadlines.
- Ability to work cooperatively in a team environment.
- Ability to communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Must have a valid driver's license and reliable transportation.
- Required to: hear and talk in person and via the telephone; sit and use hands and fingers to lift, handle and feel; lift 30-lbs, stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch, or crawl. Vision abilities required include use of computer screen.

Application Process

Submit via email a resume and cover letter to Kathy Leader, kleader@lancasterpubliclibrary.org or 125 North Duke Street, Lancaster, PA 17602.

- Please include three professional references and salary requirements.
- Background check required after a conditional job offer is made.

The Library provides a competitive benefits package that includes: a 403(b) plan with employer match, employer defined contribution toward medical benefits, PTO, and paid holidays.