

5.6.11 Literacy Services Coordinator

Under the general direction of the Director of Library Services and in accordance with established policies and procedures, this position is responsible for providing expertise in literacy services for adults. Main areas of responsibility are planning, delivering, and evaluating literacy programs, and developing and maintaining relationships with related organizations. This is a grant funded position.

Job Summary:

- 40 hours per week.
- Work schedule may include evenings and weekends.
- Some travel will be required to attend training, facilitate programming, and maintain partnerships.

Responsibilities:

Adult literacy programs and services

- Occupy a lead role in the creation and implementation of a literacy services strategy for the library in alignment with an established community needs assessment and grant-based expectations and requirements.
- Plan, develop, and evaluate literacy programs for adults.
- Continually review programs to ensure they meet the ongoing needs of the community.
- Provide input and support for library programs targeted at other audiences.
- Recruit, interview, and orient potential volunteers.
- Recruit, interview, and assess students, match student with tutor, and design and monitor student's program.
- Research and maintain an awareness of current trends and challenges using a variety of sources.
- Provide input and support based on subject expertise into the development of library collections related to adult learning and literacy.
- Provide support and training for staff, public, and related organizations as a literacy specialist and in the use of library resources and tools as needed.
- Locate, vet, and hire potential program facilitators, ensuring appropriate remuneration.
- As appropriate, participate in library related fundraising activities.
- Work collaboratively with the Director and Assistant Director to establish public awareness of literacy programs and community outreach through media, personal contact, public speaking, and contact with agencies.

Grants and funding

- Maintain awareness of current and potential funding opportunities and risks.
- Complete funding and grant applications and reports as required.

- Monitor, collect, and report required statistics and other evaluative information.
- Complete and maintain evaluations, reports, and records as required internally, for external reporting, and with established best practices.

Community partnerships

- Develop and maintain relationships with related organizations.
- Network with other organizations focused on literacy and language learning in and around Strathmore.
- Obtain information about related resources to share with students, volunteers, and the library.
- Participate in relevant community initiatives, projects, and committees.
- Establish viable community partnership agreements to facilitate literacy programs and services.

Decision making

- Determine student and tutor eligibility according to criteria set by grant criteria and library policies, and safety issues/concerns.
- Determine tutor/student pairing based on information provided through documents, interviews, and other sources.
- Determine an appropriate educational plan and format for student and/or tutor needs.
- Interpret and implement external grant requirements, best practices, and legislation related to literacy students and volunteer management.
- Determine most effective ways to meet student, volunteer, and general customer needs.
- Resolve student, volunteer, and general customer concerns, issues, and behaviour.
- Must handle student, customer, and volunteer information in keeping with privacy legislation and library policy.
- At all times, demonstrate decision making skills and the ability to exercise good judgment in the best interests of the library.

Professional development

- Demonstrate a commitment to learn and develop professionally.

Qualifications:

- University degree (preferably Education) or a professional certification in teaching Adult Education or ESL. In some circumstances, an equivalent combination of post-secondary education or a Library and Information Technology diploma, with two or more years of relevant experience, may be considered by the hiring manager.

- Demonstrated proficiency with general office computer use and basic troubleshooting.
- Experience in training adults with a wide range of backgrounds and skills and working with volunteers.
- Teaching experience, including curriculum development.
- Experience working or volunteering with adults facing barriers to accessing traditional literacy services or education.
- Working with adults with literacy challenges requires flexibility, understanding, and compassion.
- Must provide a Criminal Record Check, including consent to Vulnerable Sector Search.

Training and Professional Development:

- The Literacy Services Coordinator will attend training and development courses as recommended by the Library Board or courses offered by library systems or associations.
- Participate in workshops and training as required to meet grant requirements and for general professional development.
- First aid training is required.

Salary:

- \$53,325.00 per annum plus benefits.