



Program Coordinator, Boundless Opportunities

The Boundless Librarian works closely with HPS and HPL leadership teams to continue a plan and vision for the Boundless Library @ Rawson as the vibrant academic hub and the center of a rich learning culture within the school community. The Librarian, responsible for the Boundless Library which will serve students, teachers, parents and family of students, as well as offer community access to collections, services and programs. The Librarian is responsible for developing a robust, supportive and multi-faceted community school environment. The Boundless Librarian will also represent and promote the Boundless program at the district level. The year-round position reports to the Youth & Family Services System-Wide Manager at the Hartford Public Library.

****This is a part-time (25 hours per week) temporary grant funded position through 6/30/2024 with the possibility of renewal; ability to work evening hours and occasional weekends is required****

The Library currently seeks a **Program Coordinator, Boundless Opportunities**. Responsibilities include:

- Provide leadership in planning, implementing, coordinating, and evaluating a high school level 21st Century Community Learning Center
- Recruit and maintain healthy, professional relationships with youth participants, program staff, school staff, community organization staff, and others as relevant. Assist in ideation, development, implementation, and evaluation of program activities within the school building and at a broad range of community-based connected learning sites
- Work collaboratively with Hartford Public Library staff including the Teen Services Coordinator, Grants Manager, YOUmedia Mentors, and others as relevant. Work collaboratively with the community including youth, their parents and families, school staff, community members, and others as relevant
- Coordinate program data collection, record keeping, and reporting to various entities. Create written, oral, or visual presentations regarding the grant program, as appropriate; and track, maintain, and report on grant expenditures, staying within a detailed program budget.
- Research, register for, and ensure staff participation in professional development opportunities throughout the program. Collect, verify, and turn in staff time documentation and invoices. Monitor, delegate appropriate work to, and support evaluation of all program staff. Manage and refer individual youth to protective and supportive community resources

QUALIFICATIONS:

Required

- Bachelor's degree required
- Experience working in an informal learning environment required
- Experience coordinating youth development and enrichment activities, particularly for adolescents; and experience planning, initiating, and monitoring effective programs for youth and their families
- Exceptional organizational, time management, interpersonal skills and leadership ability, digitally fluent
- Able to develop and maintain open channels of communication between home, school, the library, and connected learning sites
- Able to work with students from diverse populations in an urban environment

- Have a valid CT driver's license or the ability to obtain one upon employment, or other reliable form of transportation
- **Able to work evenings and occasional weekends is required**

Preferred

- Knowledge of school/community relationships and related interests and challenges
- Knowledge of existing community resources

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Program Coordinator, Boundless Opportunities** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommend and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Hiring Range: \$20.23 – \$28.64

Hartford Public Library is an Equal Opportunity Employer.