



## **Program Coordinator, Boundless Opportunities – Part-Time**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Library currently seeks a **Program Coordinator, Boundless Opportunities P/T**. 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

***\*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\****

### **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

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Program Coordinator, Boundless Opportunities P/T** in the subject line of your email.

**Hartford Public Library is an Equal Opportunity Employer.**