**Program Coordinator**

**Leap into Learning Home Daycare Program**

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. 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 seeks a **Program Coordinator** for our Leap into Learning Home Daycare Program. This program seeks to develop and serve the early literacy needs of home daycare providers and the children and parents who utilize the home daycares. Duties include:

* Provides leadership in planning, coordinating, and evaluating the program
* Use the Super Charged Story Time framework or a similar program to measure gains in early literacy knowledge for caregivers, children, and parents
* Recruit and maintain relationships with home daycare providers and parents in the community
* Identify and/or create professional development opportunities for home daycare providers
* Coordinate and plan family literacy nights for parents and caregivers at the Library
* Work collaboratively with Hartford Public Library staff including the Youth and Family Services Assistant Director, Youth and Family Services Manager, Youth and Outreach Librarian, and Grants Manager
* Help oversee aspects of early childhood services including resource sharing, referral and community building
* Promote the message of ‘Every Child Ready to Read’ philosophy
* Oversee the work of a part time early literacy assistant
* Meet monthly with direct supervisor to ensure ongoing progress towards programmatic goals
* Coordinate program data collection, record keeping, and reporting to various entities. Create written, oral, or visual presentations as appropriate; and track, maintain, and report on grant expenditures

**Required:**

* Bachelor’s Degree in education or related field
* Minimum of two years’ experience working with pre-school age children
* Thorough knowledge and experience with the selection of early literacy materials
* Ability to relate to children and families in a diverse environment
* Experience with project management
* Strong commitment to working in a team environment
* Strong written and verbal communication, listening, organization and priority setting

skills.

* Solid working knowledge of early literacy best practices in library and community settings

**Preferred:**

* Master’s Degree in Early Childhood Education
* Experience training parents and/or caregivers

***Note: This is a temporary grant funded opportunity through 12/31/22 with the possibility of renewal***

**To Apply:** Please email resume and cover letters to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and note **“*Program Coordinator – Leap Into Learning Home Daycare Program*”** in the subject line.

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