

Hartford Public Library

Summer Literacy Outreach Coordinator

This is a contracted position.

Start date: June 25, 2012 (negotiable)

End date: August 31, 2012

Rate: \$18.00 per hour up to a maximum of 144 hours during the contracted period

Primary Responsibilities:

- Coordinate summer programming with HPL and its collaborative partners
- Provide training for staff of non-profit agencies working with children on building literacy
- Create and conduct youth programs
- Work closely with Youth Services staff at Downtown and branch libraries
- Collect statistical information and compile reports as needed

Other Skills, abilities, knowledge:

Must be proficient in Microsoft Office products.

Good organizational, time management and planning skills.

Social and professional skills to develop and maintain working relationships

Energetic, motivated and creative professional with strong service orientation.

Must be comfortable dealing with large groups of children.

Education and experience:

Bachelors degree in education or related discipline.

Three to five years proven success in providing educational programs or library services to children.

Must have valid CT driver's license and own transportation.

Regular travel within the city of Hartford required.

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply.