



SOUTH SOUND READING FOUNDATION BOOK-FOR-KIDS COORDINATOR JOB ANNOUNCEMENT

The South Sound Reading Foundation, a literacy non-profit in the South Sound, is looking for a PART-TIME Books-for-Kids Coordinator.

You:

- Can work independently and adjust to a flexible schedule
- Enjoy working with diverse youth, parents, and partners
- Can drive the Foundation's Book Van
- Enjoy outreach to build partner service relationships
- Actively listen to all constituents
- Have strong verbal and written communication skills
- Want to help our region be a place where all children are eager and engaged readers, and everyone has access to books

If this feels like you, please consider applying.

Job Title: Books for Kids Coordinator

Compensation: \$16.50 per hour, to start

Hours: 20-30 hours a week, must have a flexible schedule to accommodate evenings and weekend programming

Major Responsibilities and Related Tasks:

- Coordinate events and programming with community partners
- Drive Book Van to various locations thorough Gray's Harbor, Mason, and Thurston Counties
- Distribute literacy resources, books, and materials
- Collect books donations
- Work with volunteers
- Complete necessary data collection

Required Qualifications:

- Ability to work independently and adjust to a flexible schedule
- Enjoy working with diverse youth, parents, and partners
- Ability to drive foundation van
- Ability to lift and carry up to 50 pounds
- Will need to clear a background check
- Ability to access and use computer for communications and record keeping
- Strong organizational skills
- Current WA state drivers license and a clean driving record
- Reliable access to own your transportation

Desired Qualifications:

- Some college preferred with a focus on education, children's literature, library science, or related fields.
- Bilingual

The South Sound Reading Foundation complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, creed, honorably-discharged veteran or military status, marital status, sexual orientation including gender expression or identity or qualified individuals with sensory mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to designated youth groups. This holds true for all Foundation employment opportunities. Inquiries regarding compliance and grievance procedures may be directed to Jennifer Williamson Forster, the Reading Foundation's Executive Director, 305 College St. NE, Lacey, WA 98516, (360) 412-4412. We hire only U.S. Citizens and lawfully authorized alien workers as per the Immigration Reform and Control Act of 1986. The South Sound Reading Foundation is a drug free/tobacco free workplace.

Please submit a letter of interest and resume to:
South Sound Reading Foundation at read2me@nthurston.k12.wa.us
Questions: 360 412 4499 or email read2me@nthurston.k12.wa.us