



## South Sound Reading Foundation Part-Time–Book-for-Kids Coordinator

**Hours:** 20- 30 hrs. per week    **Salary:** \$16.50 per hour    **Work Location:** In person

### **You:**

- Want to ensure all children have access to books and are eager and engaged readers.
- 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 and networking to build partnerships.
- Actively listen to all constituents.
- Have strong verbal and written communication skills.

### **Major Responsibilities and Tasks:**

- Schedule and staff program visits and specials events including driving the book van to various locations throughout Gray's Harbor, Mason, and Thurston Counties.
- Steward existing and develop new program partnerships.
- Create and conduct literacy-focused programming including story times, book clubs, etc.
- Order books when requested, based on grant or other funding.
- Build partnerships with local book sellers to ensure steady flow of high-quality books.
- Complete necessary data collection and evaluation.
- Attend weekly staff meetings and other meetings upon request.
- Help oversee the Reading Foundation's book drives.
- Complete necessary data collection.

### **Required Qualifications:**

- Ability to work independently and adjust to a flexible schedule.
- Enjoy working with diverse youth, parents, and partners.
- Have a WA state driver's license, a clean driving record, and can drive the book 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.
- Reliable access to your own transportation.

### **Desired Qualifications:**

- Some college preferred with a focus on education, children's literature, library science, or related fields.
- Outreach experience a plus as the position requires some ability to provide direct literacy outreach to families and caregivers, such as story-times and book clubs.
- 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 [read2me@nthurston.k12.wa.us](mailto:read2me@nthurston.k12.wa.us) .**