



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

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

You:

- Believe in the wonder and promise of books and reading.
- Can work independently and adjust to a flexible schedule.
- Enjoy working with diverse youth, parents, and partners.
- Have reliable transportation to haul book bins and table to events.
- Enjoy outreach and can build partner service relationships.
- Actively listen to all constituents.
- Communicate well.
- Want to help our region be a place where all children are eager and engaged readers, and everyone has access to books.
- Have a desire for a focus on education, as it relates to reading literacy.

If this feels like you, please consider applying.

Job Title: Books for Kids Coordinator

Compensation: \$18.00 per hour

Hours: 20 hours a week must have a flexible schedule that includes evenings and weekends

Major Responsibilities and Related Tasks:

- Help plan Books for Kids events.
- Coordinate reading support and literacy programming with community partners.
- Distribute literacy resources, books, and materials.
- Coordinate family education opportunities with reading literacy focus.
- Haul and drive your own vehicle to various locations thorough Gray's Harbor, Mason, and Thurston Counties
- 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 lift and carry up to 50 pounds.
- Will need to clear a background check.
- Ability to access and use computers for communications and record keeping.
- Strong organizational skills
- Reliable transportation
- Current WA state driver's license and a clean driving record

Desired Qualifications:

- College preferred with a focus on education, children's literature, library science, or related fields.
- Access to own transportation
- 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, 200 Sleater-Kinney RD NE, Olympia, WA 98506, (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