



## **Raising Readers in Story County Family Literacy Coordinator/Educator (FLCE) Position Description**

### **Primary Function:**

The Family Literacy Coordinator/Educator (FLCE) will work to coordinate and deliver programming for Raising Readers in Story County (RRSC), a 501c3 non-profit organization.

### **The FLCE will have demonstrated experience in:**

- \* Early childhood education
- \* Teaching adults and/or children in the age group of birth through age eight
- \* Relationship building/working with families from varied backgrounds

### **Responsibilities of this position include:**

#### **Harrison Barnes Reading Academy (HBRA) Program Coordinator:**

- Coordinate program implementation and design in Story County locations
- Volunteer recruitment and training for working with students enrolled in HBRA program
- Communicate and coordinate program logistics with community partners where program sessions are held during in-person programming and during virtual/distance programming
- Communicate openly and effectively with volunteers, partners, program participants and their families
- Site Supervisor and Intern staff training, development, and supervision - ensure program is implemented consistent with program goals.
- Manage program budget – purchase needed supplies for program in a timely manner
- Analyze and present program outcome data at conclusion of school year and summer programming

#### **Social Media:**

- Posts for programs of responsibility for Raising Readers in Story County.

Other duties as assigned.

**Experience and/or Knowledge, Skills and Abilities:** Experience in teaching children/adults/parents preferably in early childhood subjects, with accompanying organizational skills to plan, execute and evaluate programs.

- 1) Highly competent in communications (verbal and nonverbal) to engage and motivate others
- 2) Ability to organize, prioritize and work effectively independently and as part of a team
- 3) Comfortable using technology (i.e. MS Office, Google Suite, email, database mgmt, social media, etc.)
- 4) Ability to supervise interns, Site Supervisors and volunteers
- 5) Capable of improvising, adapting, and working under tight deadlines
- 5) Management of program budgets and writing reports

**Schedule:** Part-time, exempt (salaried), with flexibility in day/night (possible weekend) hours, 20 hours per week.

**Reports to:** Executive Director

#### **Qualifications:**

- 1) Bachelor's degree in Education or similar academic area.
- 2) Experience with teaching children and/or adults
- 3) Ability to work some nights and weekend hours
- 4) Access to reliable transportation