

TITLE: Reader Van Coordinator – Part-time 25 hours per week

GRADE: 3

FLSA: Non-Exempt

DATE: 03/28/2022

REPORTS TO: Mobile Services Manager

Job Summary: Develop, maintain, and deliver portable totes to local child care homes and centers. Design and implement story times for various events and daycares. Maintain grant budgets and statistics. Perform duties as backup Bookmobile Assistant.

Essential Functions:

1. Responsible for compiling information and creating new totes that include theme related books, CD's, and manipulatives for providers to use throughout the month.
 2. Inspect and maintain existing totes to ensure materials are in good shape to re-circulate.
 3. Efficiently and effectively manage new clients for the Reader Van while developing a delivery schedule.
 4. Maintain contacts throughout the community with early childhood committees such as the Judy Center and Wicomico Early Childhood Council.
 5. Work with Grant Coordinator to secure funding for programs. Maintain budget for grants and keep track of statistics.
 6. Design and implement story times for various ages for providers and outreach.
 7. Work as Bookmobile Assistant performing library functions.
 8. Other Duties as Assigned
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Required Knowledge, Skills, and Abilities:

Excellent customer service and communication skills, computer skills, ability to be flexible and adapt to changing work requirements.

Specialized knowledge, licenses, etc.: Driver's License, reliable transportation

Preferred - Excellent driving record. A current copy of Maryland Driver's License is required. Valid Class B CDL would be preferred.

Must pass Criminal and Fingerprint background check.

Education and Experience:

1. High school diploma or equivalency
2. Basic Computer and smart phone skills required
3. Previous experience working with children is required. Childcare or teaching experience preferred.

Physical and Environmental Conditions:

Position based on READER Van and bookmobile. The work involves risks and discomforts that require special safety precautions. Requires ability to shelve, reach, and bend to lift up to 30 lbs, push loaded book trucks and carts, and load books onto and off the vehicle. Also requires tolerance for noise, variable weather conditions and limited rest room facilities.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.