



**Yolo County Library**  
"We connect people and ideas"  
[www.yolocountylibrary.org](http://www.yolocountylibrary.org)

**OPEN RECRUITMENT**  
**Extra-Help Outreach Specialist:**  
**Adult and Family Literacy Coordinator**  
\$21.03 - \$25.56/hour

**This recruitment opens on February 27, 2017 and will stay open until filled.**

## **THE POSITION**

The County of Yolo is excited to announce that the Yolo County Library is currently recruiting for an Extra Help Outreach Specialist: Adult and Family Literacy Coordinator, located at the Central Services Administration building in Woodland.

The Adult and Family Literacy Coordinator reports to the Central Services Manager and coordinates the Yolo Reads program as well as literacy efforts across the system to better engage and connect residents with needed resources or services. The primary duty of this position is to coordinate the California Library Literacy Services Adult & Family Literacy grant at Yolo County Library. More information about the Library Literacy grant programs can be found at [www.libraryliteracy.org](http://www.libraryliteracy.org).

This position works with a diverse team of library staff, communities and partners and is a primary contact and resource for tutors and learners while performing a variety of activities, including but not limited to, volunteer intake and management, curriculum development and literacy assessments, special program implementation, trainings, orientations, marketing and publicity, and grant management including data analysis and recording, budget spending, statistics, and demographics. This position also creates partnerships with school and community agencies and performs outreach at various events throughout the county.

Yolo County Library engages in an environment that is a source of community pride while creating a culture of respect and collaboration that focuses on strengths and customer service while fostering teamwork among staff, partners and the community.



## **THE IDEAL CANDIDATE**

The ideal candidate will be bilingual in Spanish, have a Bachelor's degree in Education or a related field, possess skills in current and emerging technology trends, have experience working in a multilingual, multicultural environment, and experience working with different social media platforms, such as Facebook, Pinterest and You Tube.

The ideal candidate must be able to manage volunteers effectively and tactfully, develop and manage projects, assess reading ability and recommend curriculum, speak well in public and direct the work of others.

Experience in volunteer supervision, literacy programs and grant research / management are highly desired. Adaptability, leadership, ingenuity, resourcefulness, collaboration, compassion, and creativity are also welcome. Successful candidates will work up to 19 hours a week and be available on occasional nights and weekends as needed.



## **EMPLOYMENT STANDARDS**

**Education:** Bachelor's Degree from an accredited college/university in Sociology, Psychology, Social Services, Public Administration, Communications, Recreational Science, Child Development and/or Health Education, Public Health, or a related field; **AND**

**Experience:** One year of volunteer or paid work experience with community organizations, schools, or working with prevention and/or education programs.

**Substitution:** Five years of directly related work experience working with community organizations, schools, or prevention and/or health education programs is also qualifying and may be substituted for the required education.

For the complete list of Employment Standards, including education, experience, knowledge and abilities, visit: <http://agency.governmentjobs.com/yolococa/default.cfm>.

## **TO APPLY**

For instructions and how to apply visit: <http://agency.governmentjobs.com/yolococa/default.cfm>.

For information on the recruitment process contact: Jenny Brown, Personnel Analyst at (530) 666-8328.