



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# LITERACY COORDINATOR

(40 hours per week)

**DATE POSTED:** June 16, 2009

**LOCATION:** Penrose Library Literacy Office, 20 N. Cascade Avenue,  
Colorado Springs, CO 80903 **PHONE:** 531-6333

**STARTING WAGE:** \$17.79 - \$22.24 per hour DOE\* + full benefits  
(\* starting wage will be commensurate with education and experience)

**POSITION HOURS:** 40 hours per week per the following schedule (# LIT-01):

**Monday through Friday** 8:30 a.m. – 5:30 p.m.  
*plus occasional weekend and evening hours*

### PROCEDURE FOR APPLICATION:

1. Complete a PPLD job application available at any of our branches or at ppld.org
2. Indicate the position's schedule number (#LIT - 01) next to the job title on your application.
3. **Submit a 300 to 350-word paragraph as requested under MINIMUM QUALIFICATIONS**
4. All applications must be submitted to PPLD's **Human Resources Office** located at:  
**East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918**

**CLOSING DATE:** Application materials must be submitted to the Human Resources Office by **Thursday, July 2, 2009 at 4:30 p.m.**

### CONDITIONS OF EMPLOYMENT:

**All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986).
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

**EOE**

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

## LITERACY COORDINATOR

**BROAD SCOPE OF POSITION:** It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position operates in a diverse environment to help fulfill PPLD's mission by overseeing the Literacy and English as a Second Language (ESL) programs for the District. This position also evaluates the performance of the program specialists.

### **REQUIRED KNOWLEDGE / SKILLS / ABILITIES:**

1. Knowledge of Adult Education materials
2. Knowledge of general library services, practices, and procedures
3. Ability to represent the District with tact and courtesy and provide a positive image in attitude, appearance, and performance of duties
4. Ability to exhibit sound professional judgment and demeanor in all public interactions
5. Ability to think and act appropriately under pressure while serving on the public desk
6. Ability to contribute ideas, maintain flexibility, and support changes within the organization
7. Ability to understand and follow verbal and written instructions
8. Ability to maintain confidentiality in all patron interactions
9. Ability to work on a team, have a "whatever-it-takes" work ethic, and have an excellent customer service attitude

### **ESSENTIAL FUNCTIONS:**

1. Provides leadership for the Literacy program; supervises and trains literacy staff and volunteers
2. Evaluates program components; develops long- and short-range plans of service that consider the scope of the community's other literacy agencies
3. Actively promotes literacy and ESL programs through outreach, programs, and workshops within the community in person, in writing, and electronically
4. Collaborates with other PPLD departments to promote literacy
5. Performs intake interviews for potential learners; responsible for matching learners and tutors
6. Maintains the Adult Basic Skills collection (electronic and print)
7. Prepares and monitors Literacy program budget
8. Compiles statistics and prepares monthly reports
9. Participates in interviewing, selection, and training process for new staff
10. Performs other job-related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. **Requires** BA or BS degree. Prefer an advanced degree in Adult Basic Education, Reading Education, or ESL
2. **Requires** a minimum of two years of experience working in the field of Literacy/ESL. Prefer supervisory experience, experience managing a large volunteer program, and foreign language proficiency (especially Spanish or Korean).
3. **In order to be considered as an applicant for this position, you must write and submit a typed, double-spaced, 300- to 350-word paragraph in response to the following question:**

**"Discuss ways to coordinate adult literacy services among area community providers to eliminate duplication of effort and stretch the resources of all?"**

**Applications that are submitted without the above requested essay will not be considered for this position. Attach this essay response to your completed PPLD job application form. You may also attach a resume and cover letter if you wish.**

4. **Requires** the ability to work on a team, to have a "whatever-it-takes" work ethic, and to have an excellent customer service attitude