

## Job Opening: Part-Time Literacy Coordinator Greenwich, NY

### **Position Background:**

The Greenwich Free Library, Schuylerville Public Library, and Cambridge Public Library have teamed up to organize an adult literacy tutoring program in the southern Washington County/ Eastern Saratoga County region. Many basic literacy needs have gone unmet in recent years with the reorganization and dissolution of local literacy programs. This new program will serve those adults with literacy needs in the areas immediately surrounding Greenwich, NY. The tutoring subject will depend upon the individual need of the patrons, but may include English language, basic education, digital literacy, and citizenship.

With funding from the Southern Adirondack Library System, the libraries plan to hire a part-time Literacy Coordinator to direct the tutoring process. This position is currently funded until December 2018, at which time the program will be assessed and new sources of funding may take effect.

### **Job Description:**

This temporary part-time position requires a self-starter with strong organizational skills. The employee will be responsible for developing an adult literacy tutoring program from scratch, which will include recruiting and training volunteer tutors, advertising the literacy service, matching students with volunteer tutors, and assembling literacy study materials. The Literacy Coordinator will also coordinate with local literacy representatives and community partners, such as BOCES, Literacy NY, and RSVP. Greenwich Free Library will provide the office space for this employee. This position reports to the Greenwich Free Library Director.

### **Requirements:**

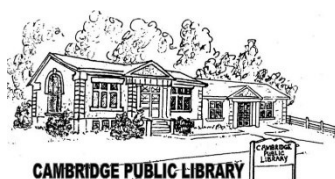
High School Diploma or Equivalency Certificate required. Strong organizational skills a must. Education/literacy background preferred. The employee will be required to work 10 hours per week, with a flexible schedule. This position is grant-funded, so the employee will be paid a bi-weekly stipend. Pay rate is \$15 per hour. Some travel will be required.

### **To Apply**

Send resume and cover letter to Christina Becker, Library Director: [cbecker@sals.edu](mailto:cbecker@sals.edu)

Or Christina Becker  
Cambridge Public Library  
21 W Main St  
Cambridge, NY 12816

**Applications due by February 28, 2018. Position expected to begin in March 2018.**



### GREENWICH FREE LIBRARY

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