



Gift Giver for Families



Position Overview: Do you delight in giving gifts ... particularly the gift of literacy? The Gift Giver will coordinate the distribution of children's books and family materials to parents, guardians and children who participate in the *Together We Read* family literacy program. Every other month the Gift Giver sends gift packages to families that promote literacy. This helps to break the cycle of low literacy that can be passed down from parents and guardians to their children. Family literacy is promoted by providing books to families to begin their home libraries, and by sharing reading tips and parenting information with those caring for the little ones.

Responsibilities:

- Collaborate with the Together We Read committee to plan and deliver materials
- Establish procedures to track books and materials distributed to families
- Assist in selecting books for children and parenting materials
- Package materials to be distributed through the library system
- Distribute *Together We Read* books and materials six times each year
- Recruit two volunteers to assist with the distributions
- Track and update distribution records

Benefits:

- Key leadership position
- Making a meaningful difference in the lives of many children and adults
- Giving gifts that delight children and their families.
- Interacting with a dynamic community of learners, tutors and staff of diverse backgrounds
- Being recognized and appreciated for your contributions at PAR events and through written materials

Training and Support:

- Training provided about Partners in Reading (PAR), adult and family literacy
- Giving great resources to families and their children
- Ongoing support provided by PAR staff members

Qualifications:

- Excellent organizational skills and experience coordinating projects
- Ability to create and implement distribution procedures
- Knowledge of Microsoft Office, particularly Excel spreadsheets
- Reliability, patience and a sense of humor
- Desire to help all members of the community achieve a high level of literacy

Commitment:

- 6 month commitment
- Minimum 8 hours/per month
- Location – Dr. Martin Luther King, Jr. Library

Contact:

- Contact _____. Please forward your completed application by _____.