



Coordinator of Afterschool Programs



Position Overview:

Organize and run a fun and enticing library program that attracts the students who have ample energy afterschool

Responsibilities:

- Recruit, train, and lead a creative team to supervise an attractive afterschool program

Benefits:

- Satisfaction that you have provided a safe experience to students during their afterschool hours
- Knowledge that you helped maintain a library environment that is productive and attractive to customers of all ages
- Opportunity to learn new skills in leadership, teamwork and customer service
- Opportunity to work in library environment

Training/Support Available:

- Assistance from a staff liaison to develop the initial team
- Training and support from staff about the library, programs, & services
- Library materials, data and technology

Qualifications:

- Desire to work with active, energetic youth
- Knowledge & experience in working with youth groups or teaching
- High degree of initiative and creativity
- Excellent oral communication and written skills.
- Ability to use popular office software, Internet and e-mail
- Ability to develop and work with a team
- Ability to create a plan and strategies for community connections
- Excellent leadership and communication skills
- Ability to organize projects and work
- Community connections a plus
- Applicant must be 21 years or older
- Fingerprint clearance required

Commitment:

- 8-9 month commitment per year
- Typical schedules will vary from 2 to 5 hours per week
- Location: Berryessa Library, Community Room and other areas
- Negotiable amount of time determined to meet goals and objectives
- Some travel may be required in coordinating work for team members

Contact: