



Job Description  
City of Willamina  
Willamina Public Library

Job Title: Early Literacy Program Coordinator - limited duration  
Department: Library  
Reports to: Library Director  
Non-Exempt: Yamhill Community Care Early Literacy Grant funded position  
Remote: Eligible for remote work as approved by the Library Director  
Pay: \$16.70/hr  
Schedule: 150 total hours over 10 weeks  
Bargaining Unit: non-represented position  
Additional: This position is a grant funded, limited-duration, position and is not eligible for accrued time or benefits.  
Job Description Date: October 26, 2024

**GENERAL POSITION SUMMARY:**

This individual will be tasked with researching and developing an Early Literacy program and Parent Education curriculum for our library that is sustainable and meets the needs of our community. This position will work within the scope and guidelines as defined in the Yamhill Community Care Early Literacy grant funding application.

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Establish project timelines and goals;
- Create and implement a community needs survey;
- Connect with community educational organizations including Willamina School District;
- Complete Ready for Kindergarten program and curriculum training;
- Create project sustainability measures including program budgets and researching grant opportunities;
- Create a year-long, weekly Early Literacy program curriculum to include StoryTime and Parent Education;
- Train library staff and volunteers on executing program curriculum;
- Track and complete reporting in line with project timeline and grant reporting guidelines;
- Report project updates to library boards and committees;
- Assist the Library Director in drafting potential grants;
- Work with the Library Director to meet project expectations;
- Additional duties that ensure the outcome of a sustainable Early Literacy program.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

As a member of the library team, you will be representing the library to the community. The position requires the ability to understand and follow moderately complex directions. This person is expected to be able to work independently and give attention to detail. This person is



expected to be courteous and cooperative with all staff, volunteers, patrons, and youth utilizing the library.

**SUPERVISION RECEIVED & EXERCISED:**

This position works under the general supervision of the Library Director. This position will work directly with Library staff and Library volunteers. Ability to work with no direct supervision required.

**EDUCATION, TRAINING AND EXPERIENCE:**

The ideal candidate will have a high school diploma or the equivalent. Experience working for and with young children (ages 0-6) is required. Excellent customer service skills combined with strong written and verbal communication skills. Experience working with community partners and organizations desired. Previous work or volunteer experience in a library or education setting is desired.

Bilingual Spanish/English skills or ASL skills are desirable.

**LICENSING AND OTHER REQUIREMENTS:**

This position requires the use of a personal or City vehicle for City and Library business. Individuals must be physically capable of operating the vehicle safely, possess a valid Oregon driver's license (or be able to secure one within one (1) month of the hire date), and have an acceptable driving record. Additional training, licenses, or certificates may be added.

Candidates are required to pass a criminal background check and FBI fingerprinting.

**GENERAL WORK CONDITIONS:**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and other activities using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, and data and using the computer, and acute hearing is required when providing customer service. The need to lift, drag, and push files, materials boxes, paper, and documents weighing up to twenty-five (25) pounds is also required.

While performing the duties of this job, the employee works in a Public Library building, which possesses characteristics of an office environment, as well as a retail environment. This position may participate in outreach activities outside the Library building, including the possibility of schools, parks, or other public buildings.

This job description describes the nature and level of jobs normally done in this position. It is not a definitive list of duties. Employees will be expected to perform additional related duties that are not reflected in this job description.



**EEO STATEMENT:**

At the Willamina Public Library, we celebrate diversity and are committed to creating an inclusive environment for all employees. The City of Willamina and the Willamina Public Library is an equal opportunity employer and does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.

**WILLAMINA PUBLIC LIBRARY EMPLOYEE AND VOLUNTEER EQUITABLE ACCESS STATEMENT:**

The Willamina Public Library, together with the City of Willamina, is committed to promoting inclusivity by working together to ensure equitable access to opportunities and resources for all community members. Our library staff and volunteers represent a diverse populace including, but not limited to: veterans, tribal members, pacific islanders, LGBTQ2+, youth/students, homeschool/public school families, multigenerational households, rural, and economically disadvantaged. Our strategy to recruit diverse staff and volunteers will include utilizing channels of recruitment including social media, local media, our relationship with the school district, our relationship with local homeschool groups, and relationships with our local non-profits organizations. We host information meetings throughout the year for individuals interested in learning more about the library and volunteering.