



JOB POSTING

Position: Family Literacy Coordinator

Location: Surrey & White Rock

Term: hourly part-time, approximately 17 hours/month (varies)

Rate: \$28-\$30/hour based on qualification and experience

Start Date (flexible): May 1, 2024

Position Summary

READ is a non-profit organization that raises awareness of literacy challenges and helps people of all ages improve their literacy skills. Family Literacy is about adults and children learning together. Our Family Literacy program supports intergenerational literacy for children, parents, families, and front-line literacy workers.

We are seeking a Family Literacy Coordinator who will be responsible for READ's Family Literacy programs in the 2024-2025 year. Our Family Literacy initiatives include Read With Kids (RWK), StoryWalks®, Book Buddies, and Introduction to Family Literacy Workshop (IFLW).

The RWK initiative consists of 1 hour presentations that promote literacy and show parents and caregivers how to encourage children (0-18) to read. The StoryWalks® initiative consists of making and managing lendable StoryWalks® kits and leading a project to establish a permanent StoryWalk®. Book Buddies is a one-to-one afterschool reading program. The IFLW is a training workshop for front line literacy workers that teaches them how to embed literacy in their programs.

The Family Literacy Coordinator is responsible for ensuring these programs are planned, promoted, managed and delivered throughout Surrey and White Rock. The Family Literacy Coordinator will work with other staff to engage in outreach and public events. Some of the initiatives are delivered in collaboration with community partners and require oversight, while other initiatives require more hands-on involvement.

If you like variety and fun, this is the position for you. This an interesting and challenging position with a variety of tasks to exercise your skills. We are looking for a creative, self-starter who can keep a smile on their face while managing multiple responsibilities.

Reports To

- The Family Literacy Coordinator reports to the READ Surrey/White Rock Society, Literacy Outreach Coordinator.

Responsibilities and Duties

- Promote, schedule, and deliver 6 RWK workshops with service providers.
- Buy / prepare all RWK materials including books, bookmarks, and handouts.
- Buy materials and build approximately 3 StoryWalks® kits following current design.
- Promote and manage the lending of StoryWalks® kits to service providers.
- Investigate and facilitate the installation of a permanent StoryWalk®
- Provide support and coordination of Book Buddies program.
- Provide support and coordination of IFLW.
- Promote family literacy, engage in outreach and participate at public events
- Keep records and document statistics.
- Track all spending and overall budget.
- Report on work regularly.

Qualifications

Completion of a certificate or diploma in education/literacy, office administration, business or related discipline supplemented by a minimum of one (1) year of related experience preferably in a related social service field, **OR** an equivalent combination of education, training and experience acceptable to the contract holder.

Skills and Abilities:

- Creative and friendly.
- Strong skills in coordinating and facilitating group sessions.
- Strong project planning, development, and coordination skills.
- Demonstrated ability to deal effectively and courteously with clientele, including those who are from differing cultural, linguistic, and other backgrounds.
- Demonstrated ability to manage time and resources effectively, ability to work independently.
- Able to use office computer programs including word processing, spreadsheets, and slide presentations.
- Possession of, and the ability to maintain, a clear provincial vulnerable sector criminal record check.
- Experience with online project delivery including Zoom, Microsoft Teams, or other approved platforms.
- Ability to lift and carry up to 30 pounds.
- Experience with building or crafting is an asset.

Work Environment

This position is based in Surrey/White Rock with travel required through the Surrey/White Rock area.

Most work will be done during regular working hours. Some evening and weekend appointments may be necessary. The Family Literacy coordinator will have the freedom to schedule their own hours as long as the program needs are met.

Other

- The successful candidate will supply their own office, phone, telecommunications.
- A valid driver's license and a vehicle that can accommodate boxes of books is required.
- Preference given to applicants who live in / are familiar with the Surrey/White Rock area.

How to Apply

Send resume and cover letter in one pdf file to : readswrs@gmail.com with subject line: **"Family Literacy Coordinator - [your first and last name]"**

Closing date: April 15 until position is filled

We thank all applicants, however, only those selected for an interview will be contacted.