

**Location:** MADL Administration  
4845 Airline Rd., Suite 5  
Muskegon, MI 49444

**Position:** Lead Librarian II – Literacy Coordinator

**Pay Range:** \$50,700 - \$62,400



**MUSKEGON AREA  
DISTRICT LIBRARY**

We are seeking a dedicated and organized Literacy Coordinator to join our team. The ideal candidate will play a pivotal role in supporting various library initiatives, ensuring that programs are effectively designed and implemented. This position works to: promote reading for all ages, expand community outreach, develop collaborative partnerships, increase childhood/family literacy initiatives, and facilitate library services through innovative approaches.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, develop and facilitate multiple branch or district-wide services and programs with a primary focus on childhood literacy. Some of these may be in coordination with internal teams or external partnerships
- Big Read Lakeshore related programming, including Little Read and Mini Read
- Responsible for 4 Storyville Villages as the primary contact for maintenance, warranties, ensuring proper cleaning of and safety, appropriateness of collection of items within areas
- Provides outreach to educational institutions, funders, and patrons of our communities
- Collaborates with the Youth Services Coordinator and programming teams to develop, promote, and facilitate innovative programs to build literacy and lifelong learning of the community
- Coordinates and conducts Storytimes within MADL, partner locations, and outreach events
- Provides ongoing mentorship and training for Youth Librarians in library branches
- Builds and maintains relationships with families, partners, and MADL team creating a dynamic environment while presenting childhood programming in an engaging, educational, and entertaining manner
- Maintains and reports monthly statistics
- Assists with grant writing and reporting
- Recommends innovative early literacy and library initiatives and offers solutions to challenges
- Advances professional knowledge and networking by representing MADL when attending community meetings, presenting and attending professional conferences, and serving on local, state or national library committees
- Maintains required training and certifications for certain literacy related environments within MADL such as Family Place Library
- Assists in selecting and ordering supplies and materials within Programming budget
- Works with the Marketing Department for program promotion, materials and website content
- Incumbents with a professional Librarian degree may also assist with other collection development related activities

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's Degree or equivalent combination of education and experience, Master's Degree preferred, with an emphasis on literature, elementary education or library science  
AND

- Minimum of one-year experience in library, preschool or elementary educational programs.
- Experience working with children and families of young children and have a passion for literacy.
- Strong organizational and planning skills and the ability to multi-task and prioritize tasks.
- Working knowledge of social media.
- Understands and implements use of current technology, including, but not limited to Office Suite, Google Drive, Adobe, Vimeo, YouTube, Facebook, Instagram, Canva.
- Events and programs occasionally take place outside of regular office hours. Evening and weekend hours will be scheduled accordingly.
- Ability to establish and maintain effective working relationships with co-workers and the public.