

Special Programs Coordinator (PT)

Wilson Branch Library

Wilson Branch Library has an excellent opportunity for a part-time Special Programs Coordinator with experience working with volunteers, families and children to operate our tutoring program.

The Town of Windsor is an organization made up of diverse individuals who are committed to providing quality service through integrity, responsiveness, innovation, passion, and partnership.

To become a successful member of our branch team, the ideal candidate will have a strong commitment to serving children and their caregivers through programming and services. They will work closely with volunteers from the community to deliver our longstanding afterschool tutoring program. They will assist the branch manager in developing programs for children between the ages of 0 and 11. Additional duties may include assisting branch staff with circulation duties, providing computer assistance to patrons, writing both in-house and local publicity for programs, and additional tasks as needed.

Our ideal candidate will be:

- Enthusiastic, team-spirited, motivated, and organized.
- Able to communicate effectively and respectfully, orally and in writing.
- Flexible in managing changing priorities and meeting deadlines.
- Able to work in a fast paced, customer service environment.
- Comfortable with computers, tablets, and other technology

Minimum requirements:

- Bachelor's degree; plus one (1) or more years' experience working with children in an educational setting **or any equivalent combination of education and experience.**
- Proficient with MS Office Suite, Google Suite, Zoom, Internet, and other programs as needed
- Familiarity with library specific applications (e.g., Innovative Interfaces ILS) a plus.

Schedule and Compensation:

- Scheduled hours: Monday 2:30-7:30PM, Tuesday 1:30-5:30PM and Wednesday 1:30-5:30PM ***October through May***
- Hourly Rate: \$18-\$20/hr., depending on qualifications and experience.

To apply: Complete an [on-line application](#) and attach a cover letter and resume by Wednesday, November 3. The Town of Windsor is an Equal Opportunity Employer and values diversity at all levels of the workforce. EOE/AA.