

York County Library System

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JOB DESCRIPTION

Title: Instructor

Department: Advancement

Supervisor: Director of Advancement

Individuals Supervised: None

Classification: Contractual Temporary Position

Schedule: To be determined.

Specific Education:

Must have a high school diploma or equivalent.

Experience Requirements:

Must possess excellent communication and presentation skills. Experience offering programs to families and knowledge of children's literature is necessary. An interest in money management and financial concepts is preferred. Must possess a valid Pennsylvania driver's license.

General Requirements:

Must enjoy being a team player. It is important that the candidate be dependable, a self-starter and feel comfortable.

Physical Requirements:

1. Must be able to stand and/or walk for up to four (4) hours at a time.
2. Must be able to lift up to 25 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
3. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
4. Must be able to reach, lift, and stretch throughout the work day.
5. Clear and comprehensive speech required to communicate adequately in performance of this job.

Duties and Responsibilities:

1. Participates in training to learn curriculum developed by PSU Cooperative Extension and PA Office of Financial Education.
2. Responsible for delivering a four-part family-based financial literacy program to parents and their children ages 5-7. Each session is 60-minutes in duration. The program will be offered at 13 libraries June to August 2013.
3. Meets with the Director of Advancement (Grant Administrator) to provide feedback on progress and to determine if changes need to be made to the program to ensure successful implementation of the grant.
4. Tracks attendance and maintains records to ensure proper reporting of program outcomes.
5. Assists in promoting the program, developing materials for program participants and library patrons and planning a wrap-up celebration.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: oberrios@yorklibraries.org by May 31, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.