

Job Title: Mini-Library Manager

Purpose: The position of Mini-Library Manager serves as liaison for community partners and ensures their mobile libraries/learning stations are fully stocked with books, toys, manipulatives, and brochures the patrons can enjoy.

Location: Multiple throughout St. Charles County, but responsibilities will be assigned from Administrative Office located at 77 Boone Hills Dr. St. Peters, MO 63376.

Key Responsibilities:

- Manages mini-libraries/learning stations located around the county
- Replenish books, toys, manipulatives, and brochures at assigned community partner locations
- Prepare Ready to Read Early Literacy Kits for delivery
- Deliver Early Literacy Kits to assigned community partners
- Collect information/registration cards from assigned community partner locations
- Enter information collected into eTapestry for further communications

Reports to: Extension Services Specialist

Length of Appointment: The Mini-Library Manager is assigned to one community partner per month for a period of one year. After one year, the Mini-Library Manager may be designated for another year or rotate to another community partner. It is possible to manage more than one mobile library/learning station.

Time Commitment: At least, one day per month (Mini-Library manager choice) for two hours, for a minimum of one year.

Qualifications:

- Passion for early childhood literacy
- Basic knowledge of working in office environment
- Basic knowledge of computer and data entry
- Pleasant manner, patience, problem-solving ability, dependability
- Ability to lift 25 pounds
- Vehicle to travel to partner locations

Support: Training/orientation for this position will be provided. In addition, the Extension Services Specialist will be available for questions and assistance.

Age Requirement: 18 years or older

Dress Code: Casual