

Literacy Chair

The purpose and mission of the Friends of the Inver Glen Library shall be to maintain an association of persons interested in library services, to focus attention on library services, facilities, and needs, and to stimulate gifts, endowments and bequests

Overview of Position: Participate in literacy events in Inver Grove Heights schools and community to promote reading.

Key Responsibilities

Work with reading teachers and online sources to select titles

Select and purchase books from various sources in all reading levels and interests 3. Organize placement and maintain restocking of Little Free libraries.

Qualifications: Volunteers need to be empathetic, great communicators and comfortable working as part of a team towards shared goals and targets. Confidentiality, effective organizational skills and strong work ethic contribute to a successful volunteer pool.

Knowledge of current, well written children's literature

Understand reading levels and organize books by the different levels

Willingness to use the computer for record keeping and board communication.

Accountable to:

Friends of Inver Glen Library Board

Internal relationships: with library staff; as volunteer for Friends' activities and events adult and youth librarians

External relationships: Be alert to opportunities to invite others to participate with Friends; Inver Grove Heights School Principals, media specialists and reading intervention teachers; County Commissioner

Training and Support Provided or Available for this Position:

Previous position holder will provide instruction

Orientation by board member

Reading Teachers within the schools

Time commitment: 3-4 times per year - Ordering from various sources (Amazon and Scholastic) 2-3 hours; checking orders for 1-2 hours; Organize books by reading level and genre 6-8 hours; Attend about 6 literacy events per year (picking up and delivering books to schools, set up, participate in event, box up and return to library) 4.5 hours. On-going – find gently used books for LFLs – process and stock LFL (unsure of time commitment)