

NOW HIRING



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Extra-Help Library Assistant

Position Assignment: Library Assistant I

Yolo Reads Adult & Family Literacy

Yolo County Library is currently recruiting for an Extra-Help Library Assistant: Adult and Family Literacy, located at the Shipley Walters Center for Yolo County Archives and Library Services in Woodland.

The Adult and Family Literacy Assistant reports to the Yolo Reads Coordinator and assists in the volunteer management of the Yolo Reads Adult & Family Literacy program as well as literacy efforts across the system to better engage and connect residents with needed resources or services. The primary duty of this position is to coordinate and track volunteer learners and tutors for the California Library Literacy Services Adult & Family Literacy grant at Yolo County Library. More information about the Library Literacy grant programs can be found at www.libraryliteracy.org.

This is a temporary, non-benefited, limited-term position.

Job Description

- Assists in the Yolo Reads Adult & Family Literacy grant activities;
- Responds to questions from volunteers;
- Assists with new volunteer training and volunteer reporting requirements;
- Prepares literacy materials for distribution to volunteers and branch libraries;
- Communicates with staff in a timely and responsible manner;
- Compiles data on grant program activities including Literacy Roles & Goals;
- Troubleshoots basic problems;
- Assists staff in copying, cutting, folding and compiling publicity and program materials;
- Performs other related duties as assigned.

This position is open until filled.

Apply by submitting a resume and cover letter to:

Shipley Walters Center, 226 Buckeye St., Woodland, CA 95695

or hand-deliver your application in a sealed envelope to any
Yolo County Library branch with Attn: Elizabeth Gray on the envelope.

*This is an extra-help position that is limited to working 1,000 hours per fiscal year.
Extra help positions do not receive benefits that accrue to regular County employees.
Must have graduated high school or have a G.E.D. certificate.*

www.yolocountylibrary.org