



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 06/15/22

Close: 07/06/22

Job Title: Community Service Worker/
Basic Literacy Coordinator **Job Posting 022-22**

Department: Literacy Department, Camden County One Stop Career Center, Cherry Hill

Salary: \$24.0406 per hour

Schedule: 38 hours per pay period (Two weeks)
Schedule based and adjusted on Library needs
Schedule includes: Monday-Thursday mornings, occasional nights/weekends

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Description of Duties

The Basic Literacy position is part of the Literacy Department and the coordinator will work under general supervision. Primary duties include conducting, coordinating, and supporting basic literacy program activities of the organization, such as the following:

- The training and orientation of all volunteers tutors
- Recruitment and assessment of students
- Providing guidance to tutors on methods and resources available
- Compiling and maintaining reports and local records on Basic Literacy program
- Providing information to other agencies
- And other related duties as required

May also be scheduled at other Library branches or County facilities.

Education/Certification/Experience/ Requirements:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute experience in community relations work involving the promotion of local community resources or field work in a social service or public assistance program on a year for year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at:
<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **July 6, 2022, at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
E-mail: humanresources@camdencountylibrary.org

The Camden County Library System complies with the NJ First Act.

*** Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.** The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds.

We strongly encourage individuals from underrepresented identities to apply. The Camden County Library is an Equal Employment/Affirmative Action Employer.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch