



Hopkinsville-Christian County Public Library

1101 Bethel Street Hopkinsville, KY 270-887-4263

Job Description

Job Title: **Imagination Library Coordinator**

Position Hours: 32 hours

Reports To: HCCPL Executive Director

Summary

The Imagination Library is an early literacy program for children ages 0-5 years old founded by Dolly Parton in 1996. The purpose of the program is to promote early literacy from 0-5 years.

The candidate will be responsible for:

- Fundraising to include annual event, capital campaign and continual fundraising events to increase revenue.
- Enrolling new children into the program
- Managing the database system (BOS) and communicating with headquarters in Sevierville, Tennessee.
- Building relationships and partnerships within the community to grow the IL program
- Partnering with school system and CECC.
- Process and monitor United Way Funding.
- Participate in community events to increase the enrollment and awareness.
- Work with Outreach Librarian on Social Media content and marketing plans.
- Grant application processing and management.
- Serve as chair for IL Advisory Committee, including Managing and Developing the Imagination Library Committee.
- Serve as HCCPL internal United Way Campaign Chair.
- Picking up books from various post office locations.
- Distributing brochures to selected locations.
- Provide monthly IL report to Director and Library Board

Skills Required: Basic Computer Skills, excellent communication and presentation skills, interact well with children, possess excellent time management skills, understanding of grants and budgets.

Candidate must be flexible with hours, and willing to work some evenings and Saturdays

Other Duties may Include: picking up books from different post office locations and distributing brochures at the selected locations, chair advisory meetings, report monthly activities to director and library board

Minimum Qualifications:

- Bachelor's degree in public relations, marketing or closely related field preferred but not required.
- Strong fundraising experience preferred.
- Social media skills preferred.
- Proficient communication skills both oral and written.
- Must possess a valid driver's license and reliable transportation.

Physical Effort and Working Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, occasionally required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Occasionally exposed to outside weather conditions, variety of settings, and locations.

Noncontractual

Nothing in this position description should be construed as an employment contract. The Hopkinsville-Christian County Public Library reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.