

San Antonio Public Library Foundation

625 Shook Ave
San Antonio, TX 78212
210-225-4728

Literacy Caravan: Manager (Part Time)

Job Summary

The Literacy Caravan Manager will oversee the entire Literacy Caravan Program to include curriculum development, scheduling and execution of visits and financial management. The LCM will supervise the Driver and Educators. The Educators serve as facilitators and additional support to all guests who visit the Literacy Caravan. Educators will provide excellent guest service, engaging with guests on board through hands-on activities.

Program Description

Since 2008, SAPLF's Literacy Caravan has promoted family literacy, fostered a love of reading and lifelong learning, and connected families. Our staff provides activities and resources that engage the curious minds of young and school-age children, with a focus on under-served, at-risk communities throughout San Antonio and Bexar County.

Since COVID-19, SAPLF and the Literacy Caravan have provided virtual opportunities for the health and safety of our community, and continue to work hard to bring innovative ways to safely promote literacy and the love of reading.

The Literacy Caravan is a large RV that has been converted into a mobile classroom complete with desks, chairs and dry erase boards. The Caravan is a unique resource that provides fun, interactive reading and literacy programming. It makes visits to community events, non-profits organizations, schools, and businesses. The Caravan averages 6 visits per month staffed with the Caravan Driver and Literacy Educators.

Essential Job Functions

1. Coordination and communication with all constituents for site visits of the Caravan.
2. Recruit, hire, train, inform, supervise and schedule the entire LC Team as is appropriate.
3. Maintain, monitor and manage the program budget for the Literacy Caravan Program in cooperation with the SAPLF Executive Director and Business Manager.
4. Procure all needed books and supplies for successful execution of the LC Program. Maintain all needed records and receipts in cooperation with the SAPLF Business Manager.
5. Complete and ensure completion of all necessary reports, surveys and data in support of the Director of Development writing grants for the LC Program.
6. Maintain inventory of all books and materials on hand. Both on the Caravan and in storage.

6. Perform all other related duties and work as a team to complete tasks.
7. Flexible schedule and willingness to commute around Bexar County (mileage included).
8. Bilingual capabilities a plus, but not required.
9. Outgoing and dependable with strong interpersonal skills. Can work independently and in a team setting.
10. Support literacy initiatives through outreach efforts, communication and activities to build awareness of the Library Foundation and Library System.
11. Work cooperatively with the Director of Marketing & Communication, maintaining all LC Social Media channels.

Reports to: Executive Director

Physical Demands and Working Conditions

Physical requirements include occasional lifting/carrying of 10-25 pounds. Subject to standing, sitting, reaching, walking, climbing and kneeling for prolonged periods of time to perform the essential duties. Working conditions are primarily in an inside environment with air conditioning. Survey collection and craft activities may be done outside, usually at large events. The Literacy Caravan is ADA compliant with a full use wheelchair lift.

Application Requirements

Interested individuals should meet the following:

1. College Degree in Education or related field preferred.
2. Some supervisory experience a plus.
3. Proficiency with Microsoft Office Suite.
4. Strong attention to detail with an ability to successfully meet deadlines.
5. Experience working with children of all ages, particularly birth to Elementary ages.
6. Bilingual capability preferred.
7. Submit a cover letter explaining your interest and qualifications for this position.
8. Submit a Resume with two professional references.
9. Potential hires will need to complete and pass a criminal record check processed by the San Antonio Public Library, if offered the position.

To apply for this position, please submit your cover letter, resume and references to: **Amy Hone, Executive Director, SAPLF at amy.hone@saplf.org.**

