



LEHI CITY POSITION OPENING Literacy Center Coordinator

POSITIONS AVAILABLE: 2

CLOSING DATE: August 3, 2015, 5:00 PM

STARTING WAGE: \$11.00/hour

STATUS: Part-time without benefits

DEPARTMENT: Literacy Center, Leisure Services

WORK SCHEDULE: 20-24 hours a week (5-6 hours a day), Mon-Thurs

STARTING DATE: September 1, 2015

JOB SUMMARY: This position performs a variety of para-professional and technical duties in providing assistance to literacy patrons and coordinates the functional duties related to day-to-day operations, and may be assigned to coordinate on-going services of a specialty area, such as reading or math. This position will perform a variety of general administrative duties related to planning, organizing and implementing services and programs for the Literacy Center.

MINIMUM REQUIREMENTS: Graduation from high school plus two (2) years education towards a Bachelor's Degree AND two (2) years of progressively responsible experience directly related to above duties and responsibilities. All applicants will be required to pass a drug test and background check.

MINIMUM QUALIFICATIONS: **Considerable knowledge** of reader interest/elementary math skills' overall literacy/math objectives and goals; interpersonal communication skills, works well with children and understands the principles of children's behavior and learning styles. **Ability to** have effective working relationship with fellow employees, subordinates and patrons of all ages; plan and direct specialized literacy services; communicate effectively verbally and in writing.

TO APPLY: Each applicant is required to turn in a Lehi City application, a separate resume, and copies of applicable certifications to Human Resources, by hard copy to 153 N 100 E, Lehi, Utah or electronically to apply@lehi-ut.gov. Only applications from candidates that meet the above requirements and qualifications will be accepted and considered.

NOTE: Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.