



## **Pemberville Public Library**

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Ariel Jacobs, Director: [ajacobs@seolibraries.org](mailto:ajacobs@seolibraries.org)  
375 East Front Street • P.O. Box 809 • Pemberville, Ohio 43450  
Phone: 419-287-4012 • Fax: 419-287-4620

### **Open Position Book Buddies Coordinator**

Although the Book Buddy program exists independently from the Summer Reading Program, we work together to promote reading and literacy for children and youth during the summer.

The Book Buddy Coordinator is responsible for recruiting Buddies and Tutors by marketing the programs to the schools and the general public. (This includes sending fliers home with students, writing press releases for local papers, and making posters to advertise the program in the library and around the community.)

The Book Buddy Coordinator is responsible for training tutors in best practices for reading assistance. Planning and implementing a tutor training session before the programs begin is a requirement.

The Book Buddy Coordinator is responsible for pairing Buddies and Tutors for the weekly two-hour sessions, and for scheduling all programs. The Book Buddy Program generally runs 5 weeks, concurrently with the Summer Reading Program. The younger students (Buddies-grades K-3) are matched up with older students (Tutors-grades 4-12) for 2-hour sessions once per week at each location (Pemberville, Stony Ridge, & Luckey). Tutors may sign up to volunteer at more than one session per week.

The Book Buddy Coordinator is responsible for developing the actual program content. The Coordinator must plan program themes, select fiction and non-fiction materials to go with the program, plan literacy-based activities and projects, and provide a snack. The Coordinator is responsible for tracking attendance at all programs. The Coordinator is responsible for a written evaluation at the program's conclusion.

The Book Buddy Coordinator will be required to learn the basic Workflows program on our Circulation computers so they can check books in and out.

The Book Buddy Coordinator should be: Energetic, organized, a good communicator, a self-starter, have excellent classroom management skills, and have the ability to work independently.



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Educational requirements: Preferred College graduate with a teaching degree in early or middle grades or reading specialist. Would consider a current college student in the early or middle education or reading specialist degree program.

This Position is Temporary Part-time (May – July), 18-20 hours per week. \$14.00 per hour

Deadline for applications is April 19, 2024

Contact: Laurel Rakas, Coordinator of Children's Services at [rakaslaurel@gmail.com](mailto:rakaslaurel@gmail.com)

Or: Ariel Jacobs, Director at [ajacobs@seolibraries.org](mailto:ajacobs@seolibraries.org)