

Door County Bookmobile, Inc

Program Coordinator Job Description

Position Description

Door County Bookmobile, Inc. seeks a dedicated professional to be its part-time, year-round Program Coordinator. The Program Coordinator will help implement the organization's mission to support and promote Education, History and Community for people of all ages throughout Door County and beyond.

This individual will play a key role in growing a new nonprofit organization and must be organized, driven, and willing to work with a dedicated group of volunteers. This position will be hired by and report to the Door County Bookmobile (DCB) Board.

About Door County Bookmobile, Inc.

We are dedicated to maintaining and enriching the historic push for literacy and the passion for reading by ensuring access to books for all Door County community members that was started in the early 1950's. Additionally, we strive to rekindle a piece of Door County's past through the restoration of the Bookmobile itself. We hope to create excitement for books when people see the physical arrival of the iconic bus.

Duties and Responsibilities

Program Development

- Responsible for scheduling all Bookmobile events.
- In partnership with the Bookmobile Program Committee, create a vision for participating in events including school visits, festivals, nonprofit partnerships, etc. and how they can be implemented most efficiently.
- Reflect a friendly, welcoming, and professional appearance with the public as you will be the main point of contact.
- Become familiar with the Bookmobile history and be able to give presentations both at events and online.
- Prepare for and execute all book deliveries. Including: Ability to drive a large vehicle, lift heavy objects, clean and organize, and work in all weather. (A commercial driver's license - CDL - is not required, but proper training for driving the Bookmobile will be provided)
- Attend and manage regularly scheduled committee meetings with prepared agenda and reports on current Bookmobile accomplishments, concerns, and upcoming events.
- Attend all board meetings.
- Work with DCB Board of Directors and Committee members to achieve annual goals.

Donations

- Manage book, in-kind, and financial donations through software and write thank you notes.
- Assist Committee and board with grant writing.

Office Management

- Keep a running account of schedules, locations, time at events, and financial details.
- Maintain the website on a regular basis.
- Manage vehicle insurance, fuel usage, and maintenance of Bookmobile.
- Manage annual budget.

Volunteers

- Recruit, coordinate, and recognize/appreciate volunteers. This includes drivers, program volunteers, and those assisting with initiatives.

Professionalism

- Present themselves professionally in both the office and in public.
- Bring energy and excitement for literacy education that inspires others.

All other duties as assigned.**Preferred Qualifications**

Applicant to have experience in (1-3 years minimum):

- Literacy Education/Program Development
- Volunteer collaboration/management.
- Microsoft Office or similar software.

Preferred Characteristics

- Self-motivated
- Detail oriented
- Collaborative
- Communicative: socially, written, and publicly
- Strong time-management and prioritization skills

Work Environment

- Must be available year-round, some evenings, and some weekends.
- Office is available and must be utilized on a regular basis. Occasional virtual/work from home is acceptable.
- Environment can include inclement weather, uneven terrain, and locations utilized by youth.
- Visual acuity for reading computer screens, documents, and making necessary changes is required.

Salary and Benefits

- \$18-\$22/hr starting wage
- Professional development and trainings
- Flexible hours

Important Dates and Contact

- Applications are accepted until position is filled. The anticipated start date is January 16th, 2024.
- Application, Cover Letter, Resume sent to bookmobiledoorcounty@gmail.com .
- Contact Carey Bertschinger, Board Member, with any questions at 920.391.9762.

Door County Bookmobile, Inc. is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.