



WAUKEGAN PUBLIC LIBRARY

putting quality in your life 

Waukegan Public Library Position Available

Job Title: Literacy Program Manager

Status: Full-Time Contract Employee

Weekly Hours: 40 hours per week; occasional weekends and evening hours

Overview: Oversees the Literacy Department to provide adult literacy services to Lake County residents. Directs the Secretary of State grant funded Libraries for Literacy Adult Volunteer Literacy project. Maintains information for reports, manages all budget expenditures and submits required reports. Writes and maintains yearly grant proposal. Oversees and trains volunteer tutors. Assesses and matches adult learners with tutors. Keeps abreast of relevant research-based instruction.

Education and Skills:

Bachelor's degree, preferred in education or reading; Master's degree preferred
3 years experience teaching adult literacy required
Grant writing and reporting experience
Computer skills

Send resume to: Waukegan Public Library
128 N. County St.
Waukegan, IL 60085
Attention: HR

Email resume to: jobs@waukeganpl.info

No telephone calls please.