

Wernersville Public Library

Family Engagement Coordinator

Part-Time (20–25 hrs/week)

Location: Wernersville Public Library

Position Summary:

The Wernersville Public Library is seeking an energetic, enthusiastic, and community-focused Family Engagement Coordinator to create a welcoming and engaging environment for families. This role focuses on encouraging parents and children to use the library as a space for play, learning, and connection. The ideal candidate is creative, friendly, and passionate about supporting early literacy and childhood development.

Key Responsibilities:

- Create and maintain a comfortable, inviting family space in the library where parents can bring children to play, read, and explore.
- Plan and host a weekly play time or other event for children and families.
- Develop and implement creative, fun programs for children and elementary-aged kids, including summer reading initiatives and themed workshops.
- Host workshops for parents focused on literacy, childhood development, and family learning.
- Actively recruit new families to library programs and services.
- Provide recommendations for children's and juvenile books, including sharing suggested materials on social media for families.
- Collaborate with schools, daycares, preschools, and other community partners to promote library services.
- Attend community events and connect with organizations to promote the library.
- Maintain the basement area for children's programming, including organization, decoration, and supply management (stocking and cleaning).

Qualifications:

- Experience working with children and families in educational, library, or community settings.
- Strong communication, organizational, and interpersonal skills.
- Creativity and energy to plan engaging programs and events.
- Knowledge of early literacy practices and childhood development.
- Friendly, approachable, and interested in building connections with the local community.
- Ability to work independently and as part of a team.

Schedule:

- Part-time, 20–25 hours per week.
- Typical hours: 3–4 days/week, suggested 10:00 a.m.–5:00 p.m.
- Some evenings and weekends will be required for programming and community events.

Interview Process:

- If interested, please submit a resume and letter of interest to the Library Director at director@wernersvillepubliclibrary.org.
- Candidates will be asked to lead a preschool storytime event as part of the interview process.