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## ENGLISH LANGUAGE LEARNING (ELL) OUTREACH LIBRARIAN

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**Departmental Team:** Program & Outreach

**Reports to:** Program Services Supervisor

**FLSA Status:** Non-Exempt

**Hours of Work:** Part-time, 16 hours a week, Year-Round

### Summary Description

You work with the Library's Program & Outreach team to build targeted services for the district's immigrant residents. Using library resources, you are responsible for providing English Language Learning (ELL), citizenship, employment, public schooling, health and safety, social services, and any other topics immigrants need to participate successfully in American life.

You'll collaborate with community partners such as Estes Park Schools, Larimer County Human Services, Faith-based organizations, dedicated volunteers, and other key stakeholders to deliver services and achieve results.

### Essential Functions

- 50% - Develops and delivers literacy initiatives for immigrants such as ELL, Citizenship, Adult Literacy, Bilingual Family programs and Computer classes.
- 15% - Coordinates multiple community organizations in support of these activities and represents the Library at partner meetings to further this strategic service.
- 15% - Trains and organizes dozens of volunteers in ELL / immigrant program.
- 10% - Promotes this service, associated events and their benefits to target audience, library stakeholders and the broader community.
- 5% Develops and monitors assigned operating budget and produces monthly reports that include inputs, outputs and outcomes.
- 5% - Other related duties as assigned.

### Other Responsibilities

- Works effectively as part of the library Program & Outreach team, occasionally supporting other services, or working with team to support immigrant services.
- Exercises initiative, judgment and decision making in meeting objectives.
- Ensures that detailed requirements, services and reporting activities are met.
- Regular and predictable attendance in the workplace.
- Attends and participates in staff meetings, professional workshops and conferences.

### Qualifications

- Ability to relate to customers of all ages and skill levels, including those without English language proficiency.
- Ability to creatively solve problems, negotiate and handle stressful situations in a positive manner. Ability to multi-task and prioritize.
- Ability to speak and write proficiently in both English and Spanish.
- Skill in designing, promoting, implementing, delivering and evaluating programs.
- Skill in presenting information to a diverse audience, individually and in groups.



- A positive attitude, excellent interpersonal skills, and cultural sensitivity working with patrons, coworkers and community.
- A valid Colorado driver's license and insurance.
- A great sense of humor.
- High School diploma. Preferred: 2 to 4 year college degree.
- Also Preferred:
  - Experience organizing and delivering programs and services in a library, educational institution, or community non-profit or adult learning organization.
  - Experience coordinating multiple organizational entities.
  - Knowledge of the theories and practices of English language acquisition.

**Working Environment**

- Uses workplace technology including email, Internet, databases, social media, and other software.
- Shares a desk and phone with other part-time team members.
- Routinely travels on a weekly basis to visit partners at various locations in the Estes Valley.

***Please Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.*

The Estes Valley Library is an essential part of the community and an equal opportunity employer.

Name: \_\_\_\_\_

Date: \_\_\_\_\_