

## **Books Are Wings**

**Job Description:** The focus of this position is to support and implement literacy programming at camps, events and other summer programs.

**Position Title:** Summer Program Staff (Part time, 15 hours a week.)

**Salary:** \$15 per hour

**Reports To:** Outreach Coordinator and Director of Community Engagement

**Status:** Non-Exempt (hourly)

**Our Mission:** *Putting free books in the hands of children.* Books Are Wings seeks to provide every child with regular access to books. BAW works to engage students in their classrooms, at school functions, community events, and playgrounds. We believe that offering books to children in different environments instills a consistent message that reading is not just school work- it's a way of life!

**Our Vision:** We believe the power of literacy transforms the lives of children, their families and communities for the better.

***Books Are Wings is an Equal Opportunity Employer. BAW does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, medical condition, national origin, veteran status or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.***

**Position Summary:**

**Duties and Responsibilities:**

- Support and partner with the Executive Director and Director of Community Engagement.
- Attend community events throughout Rhode Island, as needed each month to offer free books to children
- Assist in the preparation and implementation of BAW summer programs
- Responsible for sorting, counting and organizing the books in the office so they are ready ahead of time for all scheduled events
- Organize and prepare program materials
- Support the organization with administrative duties as needed
- Other projects and duties as assigned

**Skills and Qualifications:**

- Field experience in Educational settings.
- Demonstrated written and verbal fluency in Spanish required.
- Skilled in interpersonal written and verbal communications.
- Strong organizational skills.
- Possess the ability to utilize the following skills/programs: Email and Microsoft office or similar.
- Flexible schedule, must be available days, nights and weekends as needed.
- The ability to work independently, to take initiative and to manage multiple tasks.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels.
- Must have a valid driver's license and vehicle.
- Candidates will be subject to a national background check.
- Regularly lifts and moves objects up to 40 pounds

### **How to Apply**

- Email resume, cover letter explaining why you are a good fit for the position, and 3 references to [info@booksarewings.org](mailto:info@booksarewings.org).
- No phone calls please.