

# **I** Education Justice Project

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## **Community Library Coordinator Position Description**

The mission of the Education Justice Project (EJP) is to build a model college-in-prison program that demonstrates the positive impacts of higher education upon incarcerated people, their families, the neighborhoods from which they come, the host institution, and society as a whole.

### **Position Description**

The Community Library Coordinator is responsible for managing the library that the Education Justice Project maintains at the Danville Correctional Center and supervising the associate librarians and student librarians. Please note that we have expanded this position description so that it is more hours each week.

The Community Library Coordinator:

- ~ oversees the efficient delivery of available and appropriate resources to incarcerated students at Danville Correctional Center in consultation with the program coordinators, the Academic Director, EJP instructors, and EJP students;
- ~ manages EJP student librarians, who have responsibility for maintaining the library spaces, cataloguing the library collection, developing acquisition policy, and deciding on steps to improve the design and operations of the library spaces;
- ~ Oversees and manages applications of assistant librarians who meet regularly outside of the prison;
- ~ sets policy regarding book donations to EJP and oversees the implementation of the book donation program;
- ~ ensures that UI library Book Requests on behalf of EJP students are filled and serves as liaison between EJP and the University Library;
- ~ develops and disseminates awareness of current resource policies and procedures at the prison among EJP students and instructors;
- ~ serves as or organizes regular ferries for the movement of EJP materials between DCC and campus.

### **Qualifications**

#### *Required*

- ~ at least two years of library experience
- ~ excellent organizational skills
- ~ program development experience
- ~ excellent communication skills

- ~ excellent management skills
- ~ understanding of the social and historical contexts of EJP's work

*Preferred*

- ~ previous experiences within prisons or similar institutions

In addition, all EJP coordinators are asked to regularly evaluate their performance with respect to the following:

1. Communication

This refers to sharing information, concerns, announcements, etc. with members of their program, their EJP Director, members of the public, and relevant others.

2. Monitoring

This refers to ongoing assessment of their program and making fixes as problems arose. It includes collecting information to learn how things are going within a given program. It also involves making use of that information to make changes to the program as required.

3. Nurturing

This refers to guiding, mentoring, and supporting EJP members in their program. It involves identifying people in need of nurturing or mentoring. It also includes developing a nurturing culture within their program.

4. Decision-making

This refers to exercising leadership and taking initiative. It could include making bold decisions and developing themselves as a leader (e.g. through workshops or readings).

This position requires between 20 – 30 hours/ week and reports to the EJP Academic Director. It may become a full-time position in the future.

All applications are welcome. However, because EJP aims to create a supportive learning environment for our incarcerated students, we especially encourage applications from individuals whose backgrounds align with those of our students. This includes members of racial minority groups, first-generation degree holders, and individuals from low socioeconomic status backgrounds. Please note that the education building at the prison is on the second floor and unfortunately does not have an elevator.

**Compensation**

\$30/hour

**To Apply**

Please send a CV and cover letter to [info@educationjustice.net](mailto:info@educationjustice.net). For more information, also contact [info@educationjustice.net](mailto:info@educationjustice.net)

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