

Family Literacy Coordinator

The Family Literacy Coordinator (FLC) is a cornerstone of Learning Lab's Family Literacy program, combining compassionate classroom leadership with strategic coordination to create lasting impact for families. This role dedicates approximately 30 hours/week to classroom instruction and planning for children ages 0–5 and 10 hours a week to cross-team coordination and community engagement. Additionally, the FLC bridges the work of Early Childhood and Adult Education staff—ensuring aligned, meaningful experiences for every family—and represents the program to vital community partners. The FLC provides the coordination of Family Nights, field trips, and bringing community partners to the classroom. This is a mission-driven opportunity for an educator who thrives in both teaching and leadership roles.

Learning Lab's Family Literacy model has been serving the community for over 30 years, and we are continuously evolving and expanding our approach to meet families' needs with innovation, compassion, and excellence.

Core Responsibilities

Program Coordination and Leadership:

- Serve as primary liaison between Early Childhood (EC) and Adult Education (AE) teams to ensure seamless integration of the four-component Family Literacy model (Adult Ed, Child Ed, PACT, Parent Time).
- Supervise and coach Early Childhood Specialists & interns; lead monthly EC team meetings.
- Manage calendars, supply budgets, snack purchases, and data tracking (attendance, assessments, immunizations, outcomes).
- Represent Learning Lab in partner meetings (e.g., libraries, school districts, social-service agencies); cultivate collaborations and speak publicly about the program.

Childhood Education Planning and Instruction:

- Plan two 30-minute Parent and Child Together Component and deliver to four classes per week.
- Plan two 2-hour developmentally appropriate classes/week for children 0–5 and deliver four times each week, ensuring inclusive, trauma-informed, culturally responsive practice.
- Model positive guidance; integrate literacy, numeracy, and social-emotional goals.
- Coordinate classroom volunteers; provide coaching, feedback, and recognition.
- Maintain safe, clean, engaging environments and nutritious snacks consistent with Learning Lab guidelines.

Parent Time and Family Engagement:

- Plan, coordinate, and facilitate Family Nights, field trips, and in-class partnership visits.
- Ensure materials are accessible, translated, and relevant to the community, when possible.
- Design and facilitate Parent Time sessions.

Administration and Continuous Improvement:

- Conduct developmental assessments, share progress with parents or connect parents to additional resources as needed.
- Monitor program metrics, contribute to grant reports and storytelling.
- Research best practices; pilot innovative approaches; support strategic initiatives.
- Participate in public awareness events and fundraising events as needed.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Early Childhood Education, Child Development or Related Field preferred.
- 3+ years lead-teacher experience with ages 0-5; at least 1 year coordinating multi-disciplinary teams or projects.
- Demonstrated skill engaging culturally & linguistically diverse families with a culturally responsive and trauma informed approach; bilingual English Spanish or other high-need language a plus.
- Ability to problem-solve, innovate, and adapt in a fast-paced environment.
- Must be able to pass a background check, ability to lift 40lbs, and sit/kneel on child-level furniture.
- Infant/Child CPR and First Aid certification (or willingness to obtain prior to start date).
- Commitment to Learning Lab's mission.

Job Type: Full time, Hourly (8:30am -3:30pm M-Th fixed; 12 hours flex) at our Garden City Location. 308 E. 36th St. Garden City, ID 83714

Compensation and Benefits: Starting pay between \$21.63 -\$24.00/hour DOE. Full time employees are eligible for the employee benefits packages including paid time off, employer paid health insurance, health reimbursement account, life insurance, and flexible benefits (FSA, dependent care, or IRA).

Learning Lab is committed to affording all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no unlawful discrimination against any person or group based upon gender, sexual orientation, ethnicity, race, color, age, disability, religion, national origin, veteran status or other legally protected class in training or apprenticeship, advancement, use of facilities, compensation, or any other conditions or employment.