



Nebraska  
Humanities  
Council

## Nebraska Humanities Council

# PRIME TIME FAMILY READING TIME

## Program Coordinator Job Description & Contract

**Commitment:** Agree to coordinate at least two six-week PRIME TIME programs.

**Time:** Preparation and reporting, plus 3 hours per week for 6 weeks to oversee program

**Stipend:** \$875 for preparation, implementation and reporting

**Requisites to Receive Stipend:** The program coordinator must NOT be a paid employee of the program site. To receive the stipend check, the program coordinator must:

- 1) Oversee preparation, implementation and completion of six weeks of PRIME TIME
- 2) Submit a final report and invoice requesting the stipend.

### Responsibilities:

- Attend a PRIME TIME training workshop (expenses are covered by the Nebraska Humanities Council).
- Work as part of a team with the storyteller, discussion leader, preschool coordinator, student intern, community liaison, local librarians and/or school employees.
- Follow PRIME TIME protocols regarding program preparation, identification of preschool coordinators and community liaisons, recruitment of families and community partners, book management, and implementation of PRIME TIME.
- Keep the Nebraska Humanities Council informed about program implementation and family recruitment.
- Provide meals using local donations or Nebraska Humanities Council funds.
- Promote library services and resources at each session.
- Administer and submit participants' surveys and evaluations for the first and last weeks of the program and the 90-day follow-up.
- Submit a final report to the Nebraska Humanities Council at the conclusion of each PRIME TIME series.

### Commitment:

I agree to serve as a Nebraska Humanities Council *PRIME TIME FAMILY READING TIME*<sup>®</sup> PROGRAM COORDINATOR and will abide by the terms and conditions listed above.

I understand that the number of PRIME TIME series depends on the ability of the Nebraska Humanities Council to secure funding and that this agreement is not a commitment to any particular one or number of PRIME TIME sessions.

NAME (Print) \_\_\_\_\_

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