



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 series
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 paid by the program site or other entity to coordinate PRIME TIME. 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 every PRIME TIME six-week series.

Commitment:

I agree to serve as a Nebraska Humanities Council *PRIME TIME FAMILY READING TIME*® 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: _____