

“StoryWalk of Centre County” Project Project Manager Position Description

Project Overview:

StoryWalk[®] links children’s literacy with nature and active play for a unique and fun outdoor experience. High-quality panels display beautiful storybook pages on trailside signs with the goal of facilitating reading and interactive enjoyment of natural places.

StoryWalk[®] trails provide multi-sensory engagement for families and children by combining reading, exploration, and physical activity in a natural setting.

Two park/trail locations in Centre County will be selected. Sites will have adequate parking, existing park/natural features, and trails suitable for a series of 18-20 StoryWalk[®] signs.

The Centre County Federation of Public Libraries (CCFPL) promotes reading, literacy, and learning, and will manage the StoryWalk[®] project. Professional librarians will oversee the selection of books and age-appropriate activities for the signs.

This project will form partnerships that ensure project success for site selection, management, and maintenance, based on mutual trust and cooperation.

The Project Manager will ensure a timely and high-quality execution. The Project Manager will report directly to the Co-Directors of the Federation of Public Libraries.

Two sites will be installed within a 12-month timeframe.

Funding for this project comes from The Centre Foundation and Centre County Federation of Public Libraries.

Project Manager Role:

The Project Manager will assist Directors with Site Selection, coordinate all details and final placement layout with Site Partners (including presentations to oversight boards and commissions); coordinate sign and content orders; arrange installation and construction; plan

and lead kick-off events; coordinate social media and marketing outreach; and generally work to make the project a success.

This is a contracted position at \$15/hour for up to 1,000 hours until December 31, 2019. There is a small possibility that the project may continue into early 2020, but not guaranteed. Average work hours expect to be 10 hours per week and will include some travel. Also includes travel reimbursement for mileage at \$.58/mile for a personal vehicle. Project Manager will provide their own workspace and equipment.

Qualification:

- Bachelor's degree or higher
- Experience in Parks & Recreation, construction, or managing similar projects
- Demonstrated experience in managing projects or grant requirements

Skills:

- Manage time without supervision
- Meet deadlines
- Track details and maintain control of project details
- Clearly communication with Directors, Partners, Vendors, Contractors, and the public
- Make public presentations and/or work with elected officials and partner groups
- Accurately place orders, maintain budget documents, and coordinate installation and construction details for sign placement
- Coordinate kick-off events that are enjoyable and engaging for the public
- Work with library Marketing staff on outreach and social media

To Apply:

Please send letter of interest, resume, and other credentials to:

Denise Sticha, Executive Director
Centre County Library & Historical Museum
200 North Allegheny Street
Bellefonte PA 16823
dsticha@centrecountylibrary.org

Application deadline is **February 18, 2019 by 5 pm.**