



## **Kent County Inspiration Space Coordinator**

The Delaware Division of Libraries is working with partner libraries throughout the state to expand public access of technology and learning opportunities for patrons. “Inspiration Space” @ Delaware Libraries is the concept used to broaden the tools we use to accomplish the mission of “Unleashing the Potential” of each library patron.

The Kent County Inspiration Space Coordinator would coordinate the “Walk-In Assistance” sessions in Kent County libraries, working with partners to develop relevant programs and provide technical assistance to library staff in Kent County.

The Dover Public Library is the Anchor Library for Kent County, where the Small Business Enterprise Room (an Inspiration Space) is used for workforce development, small business development and relevant educational programs for library patrons in Kent County.

Job Duties include, but are not limited to:

- Present training, development, and informational programs using exercises, handouts, materials, visual aids, etc. for group or one-on-one instruction.
- Identify and analyze needs, then implement programs to meet those needs.
- Use an online system to enter programs into library calendars and to enter data after the programs
- Evaluate effectiveness of programs and modify to meet identified problems/needs.
- Research, evaluate, and select materials, handouts, visual aids, exercises.
- Coordinate activities with libraries, partners, and vendors.
- Build capacity of program activities by developing a volunteer cadre including college interns, VISTA, AmeriCorps, and the community at large.

### **JOB REQUIREMENTS**

1. Bachelor’s degree, Master’s degree preferred
2. Experience in training administration which includes planning and establishing training priorities, implementing strategic initiatives, developing and implementing training programs and the development of training courses and materials.
3. Knowledge of how to facilitate a program according to the proposed budgets, grants and contracts, policies and procedures.

**Annual Compensation:** Paid at paid at a pro-rated of between \$ 42,000-47,000 per year with a contract end date of June 30, 2016. State hours are 37.5 per week. This is a salaried position, not hourly. The contract will be for processional services, the State is expecting a comparable amount of time to a full time employee; not a trainer that conducts a class and leaves. The trainer needs to be fully engaged in the ongoing services that are provided.

**Minimum Requirements** (clearly state and justify any exceptions to these requirements in writing as part of your proposal). **Note:** The following items must accompany the bidder's proposal. Specific to items 1 and 2, if these items are not currently in place, a statement indicating that the bidder will provide these in the event an award.

**1. Delaware business license:**

Provide evidence of a Delaware business license or evidence of an application to obtain the business license.

**2. Professional liability insurance:** Provide evidence of professional liability insurance in the amount of \$1,000,000.00.

**3.** Within the past five (5) years, the Business or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.