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The Alaska Center for the Book, founded in 1991, is a nonprofit, 501(c)3 organization and an affiliate of the Library of Congress Center for the Book.

Reading Rendezvous Coordinator Job Description October 2024

Reading Rendezvous, held in partnership with the Anchorage Public Library since 2001, kicks off the library's summer reading program. Held in mid-May on the grounds of the Z.J. Loussac Library in Anchorage, Reading Rendezvous offers families free activities and entertainment while kids sign up for the summer reading program.

The Alaska Center for the Book contracts with an individual to serve as coordinator, generally work begins in January and culminates after that year's Reading Rendezvous.

The coordinator works with members of the Alaska Center for the Book and Anchorage Public Library Reading Rendezvous committee to organize the annual Reading Rendezvous. ACB will solicit volunteers from the board and other entities to work with the coordinator.

Coordinator responsibilities include: Creating a timeline and schedule of events; contacting and arranging for vendors, entertainers, literacy and literary organizations, authors and other participants; arranging publicity and printing; and raising funds to help cover costs of the event. (Fund raising has typically included-but is not limited to-the writing of donor letters to local businesses).

The Coordinator attends all Reading Rendezvous committee meetings to be held monthly starting in January thru May, and at least two ACB Board of Directors meetings, attend the setup, and be at the event on Saturday, from 8 a.m. to 6 p.m., working with volunteers and participants to ensure an enjoyable event.

The Coordinator is also be responsible for record keeping, working closely with the ACB Treasurer on budget considerations, sending thank you letters to all donors and volunteers, and for submitting a final report to ACB Reading Rendezvous committee.