



JOB TITLE		DEPARTMENT	JOB LEVEL
Early Literacy Associate (18 hours)		KidSpace	6
CLASSIFICATION	REPORTS TO	SUPERVISES	
Part-time Non-exempt	Early Literacy Services Manager	N/A	

POSITION SUMMARY

Under direction of the Early Literacy Services Manager, assists with reference services, program planning and presentation, special projects, and daily activities for children ages birth through 8th grade, according to ALSC/PLA’s Every Child Ready to Read (2nd edition) Initiative and GBPL’s Strategic Plan.

ESSENTIAL RESPONSIBILITIES

- Plans and presents in-person and virtual programs for children and families, educators, and caregivers
- Assists with planning and presenting large scale early literacy events, such as Babyfest and Happy Noon Year.
- Presents Welcome Baby visits
- Participates in developing special collections, such circulating Early Learning Kits, Bright Beginnings Kits, toys, puzzles, and iPad apps
- Creates downloadable preschool activities, such as DIY storytimes, crafts, and STEAM activities
- Develops themed booklists in online catalog Bibliocommons
- Makes recommendations for preschool performers, as needed
- Assists in book displays for the Early Learning Center
- Assists with special programs & projects, as assigned
- Provides readers’ advisory and reference services to children
- Assists individuals with the online catalog and other electronic resources, public internet stations, iPads, and other electronic resources
- Communicates regularly with the Early Literacy Services Manager and informs of potential problems and suggestions for improvements
- Contributes to evaluation of programs, collections, the Early Learning Center environment, and special services
- Consistently looks for new ways to assist and engage customers
- Assists in preparing teacher collection requests
- Conducts class visits, tours of KidSpace, and bibliographic instruction
- Takes action to deal with potentially disruptive or problem situations
- Explains library policies and procedures to public and staff
- Assists in maintaining a safe and secure library environment, following procedures to report injuries and potential hazards

- Prepares publicity materials for KidSpace programs and events
- Maintains awareness of current children’s library materials, societal fads, trends, and news, making appropriate recommendations and referrals to best serve the library’s diverse constituencies
- Drives to library branches and other locations within the community when needed
- Participates in department meetings and other staff meetings as required
- Performs other library duties as assigned *

KNOWLEDGE / SKILLS / ABILITIES

- Abilities to communicate clearly and effectively, both orally and in writing, on an individual basis and with large groups
- Pleasant and courteous manner with the ability to relate to customers and staff of all ages and provide exemplary customer service
- Respect customer privacy, confidentiality, and ALA’s Code of Ethics
- Knowledge of children’s print and non-print materials, as well as educational and recreational needs
- Must be comfortable with public interactions, including ability to work with children in a group setting and individuals of diverse backgrounds
- Ability to work independently and collaboratively to solve problems
- Ability to remain calm and professional when dealing with difficult situations
- Knowledge of print and non-print materials for children
- Ability to explain library procedures in a clear and pleasant manner to the public
- Must be organized and able to prioritize and manage time efficiently and effectively
- Skilled in technology, including but not limited to internet searches, social media, Microsoft Office Suite, blogs, tablet PCs
- Ability to read and interpret databases, websites, and Internet search results
- Ability to assess situations/problems and logically find solutions
- Promotes positive public relations with the public and staff and represents the library in a professional manner
- Flexibility in schedule and ability to adapt well to changes in existing practices, routines, workflows, and suggestions for improvements
- Must be dependable and punctual
- Expertise in child development, including pre- and early literacy practices
- Expertise in ALSC/PLA’s Every Child Ready to Read program and ability to utilize knowledge in developing collections, programs, and other services
- Willingness to study and learn emerging technologies and incorporate them into programming
- Must be detail-oriented with the ability to prioritize work assignments and manage time efficiently and effectively
- Diligence in meeting deadlines and time commitments
- Exercises sound judgment in interpreting established library policies and procedure when dealing with customers

EDUCATION/EXPERIENCE QUALIFICATIONS

- Bachelor’s degree or equivalent combination of education and relevant experience

- Successful experience with young children in group settings

TOOLS/EQUIPMENT

Use of the following equipment: computer with mouse and printer, calculator, copy machine, die-cut machine, fax machine, LCD projectors, printers, public address systems, public access catalog terminal, telephone, barcode scanner, DVD players, iPod/iPad and CD players, PCs, laminator, portable radios, SimpleScan, book carts and camera.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to hear, comprehend and respond to employees and customers both in person and in telephone conversations
- Must have visual ability to see computer screen and handwritten and printed text in a wide variety of formats and font styles
- Must be able to manipulate computer keyboard and calculator
- Must be agile with the ability to maintain a moderate activity level involved with children's programming
- Must be able to produce legible printing and handwriting
- Must be able to lift and move objects weighing up to 20 pounds
- May be required to sit for extended periods
- Must be able to sit and kneel on the floor and return to standing position
- Must be able to bend to retrieve items from the floor
- Must be able to lift and carry books and other items weighing up to 40 pounds
- Must be able to reach a height of greater than 60 inches
- Must be able to walk distances of more than 100 feet within the building
- Must be able to push a cart of books weighing greater than 100 pounds
- Must be able to type with accuracy and attention to detail
- Must be able to perform repetitive hand motions for extended periods of time
- Must be able to drive a car and hold a valid driver's license
- Must be able to work scheduled hours and meet general attendance requirements which may include occasional evenings or weekends

*The scope of the job may change as necessitated by the library's operational demands.