

JOB SPECIFICS

Title: Early Literacy Outreach Specialist (Bilingual Spanish)

Department: Main Library

Reports To: Youth Services Supervisor

Schedule: 15-20 hours per week (days, evenings, Saturdays)

Salary: \$18.00/hour

Revision Date: June 2023

POSITION BACKGROUND

The Early Literacy Outreach Specialist works with Youth Services staff at all branches in planning and executing a comprehensive program of library outreach services for children from birth through age 8, their parents, caregivers, and the community organizations that serve them.

JOB SUMMARY

- Plan, schedule, and provide weekly outreach programs for children birth – age 8 age group aligned with Ready.Set.READ! goals and other early literacy best practices
- Develop and maintain contacts with youth services community
- Attend community and school outreach events to promote the library
- Keep program attendance records and prepare narrative and statistical reports as assigned
- Help to develop, promote, and present fun and exciting in-house literacy based programs
- Follow grant guidelines if applicable
- Assist with daily tasks with the Youth Services team at all branches
- Create family friendly displays, calendars, signs, and other promotional material
- Assist customers with the use of library resources and services
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bilingual Spanish fluency

Educational Requirements

- Bachelor's Degree in Education or related field with preference given to courses in Library & Information Science.

Experience

- Two or more years in a professional or educational setting working with children
- Library experience preferred

Clearances

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of language and literacy development in children
- Familiarity with children's literature both classic and modern

- Ability to translate needs and interests of children into exciting and effective library services
- Effective verbal, written, and digital communication
- Customer service skills with a diverse, urban population
- Proficiency in basic computer skills including MS Office, social media, and graphic design
- Ability to work well under pressure and multi-task
- Energetic team player
- Must have valid PA driver's license to drive library van

WORKING CONDITIONS

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required.

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.