



JOB TITLE	DEPARTMENT	JOB LEVEL	CLASSIFICATION
Early Literacy Associate	KidSpace	6	Non-Exempt (PT)
REPORTS TO	SUPERVISES		REVISED
Early Literacy Services Manager	n/a		3/1/23

POSITION SUMMARY

Under direction of the Early Literacy Services Manager, provides reference services, plans and presents storytimes and preschool programs, coordinates 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

- Provides readers' advisory and reference services to children and their caregivers.
- Plans, presents, and recommends in-person and virtual early literacy programs and events for children and families, educators, and caregivers.
- Coordinates book displays for the *Early Learning Center* (ELC) and fills all KidSpace book displays as needed.
- Coordinates special services and resources specific to the (ELC) audience.
- Collaborates with KidSpace staff and other departments.
- Assists with elementary school and family programs or services as needed.
- Creates content for booklists and other educational material.
- Conducts class visits, tours of KidSpace, and bibliographic instruction.
- 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.
- Assists in preparing teacher collection requests.
- Prepares a monthly summary for Manager.
- Helps create a healthy and welcoming environment for library users and other staff by modeling a strong work ethic and positive behavior on public service desks.
- Follows procedures to report injuries and potential hazards.
- 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.
- Acts professionally and competently when handling potentially disruptive or problem situations and knows when to escalate the situation to the next level.
- Explains library policies and procedures to public and staff.
- Participates in department meetings, committee meetings, and staff training sessions as required.

- Drives to various locations to perform department errands and present programs.
- Performs other library duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Ability to communicate clearly and effectively, both orally and in writing, with individuals and with groups.
- Must be comfortable with public interactions and have ease of manner with children of all ages and their families.
- Excellent interpersonal skills to relate to customers and staff to provide exemplary customer service.
- Ability to remain calm and professional when dealing with difficult situations.
- Ability to think “outside the box” and be a creative problem-solver.
- Professional appearance, positive attitude, patience, and pleasant demeanor to present effective children’s programs.
- Knowledge of child development, including pre- and early literacy practices, and recreational needs of children.
- Ability to learn ALSC/PLA’s *Every Child Ready to Read* program and apply that knowledge to the development of collections, programs, and other services.
- Willing to learn how to lead adaptive programs for children and families with neurodiversities.
- Knowledge of print and non-print materials for young children.
- Knowledge of educational and recreational needs of children.
- Proficiency in technology, including but not limited to email, internet searches, social media, Microsoft Office Suite, Google suite, Zoom, blogs, tablets.
- Ability to read and interpret databases, websites, and internet search results to locate answers to reference questions for children and their families.
- Ability to teach children how to effectively utilize library resources.
- Ability to learn and teach new and emerging technology to children and their families and apply current technology in a work context.
- Ability to exercise sound judgment when working with customers and colleagues.
- Ability to organize, prioritize, and manage time efficiently and effectively to meet deadlines.
- Must be able to work independently, as well as collaboratively with other staff and partners.
- Must be dependable and punctual.
- Must be well organized with the ability to plan projects and new services.
- Adaptability to changes in work schedules, task assignments, library routines, and workflows.
- Must be tactful and respect confidentiality of library customers and staff.
- Ability to facilitate activities with large groups of people.
- Understands and practices the ALA Code of Ethics.
- Promotes positive public relations with the public and staff and represents the library in a professional manner.
- Proactive attitude and willingness to learn about library services and take training to enhance job performance.
- Ability to take direction from and work with various levels of staff within the library.
- Must be flexible and able to adapt to changes in a positive manner.
- Understands GBPLD policies and embraces the library’s mission, vision, and values.
- Valid driver’s license, insurance, and good driving record.

EDUCATION/EXPERIENCE QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and relevant experience.
- Successful experience with young children in group settings.
- Public library experience desirable.
- Bilingual Spanish language skills desired.

TOOLS/EQUIPMENT

Use of the following equipment: Apple tv, book carts, Bluetooth speaker, calculator, computer with mouse and printer, copy machine, die-cut machine, Facebook Live, laptop, LCD projectors, Microsoft applications, microphone, printers, public address systems, public access catalog terminal, telephone, barcode scanner, TV/DVD players, iPod and CD players, SimpleScan, tablets, laminator, portable radios, cameras, Zoom, and educational technologies (i.e., Ozobots).

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to communicate, comprehend, and respond to others, both in person and in telephone conversations.
- Must be able to tolerate a loud, highly active work environment.
- Must be comfortable working outdoors for certain programs.
- Must have the ability to read computer screens, computer keyboards, barcodes, call numbers, and labels.
- Must be able to operate computer keyboards, laptops, calculator.
- Ability to maintain a moderate activity level involved in children's programming which may include bending, stooping, dancing, or other activities.
- Must be able to speak distinctly to large groups.
- Must be comfortable presenting in front of a camera.
- Must be able to drive a vehicle.
- Must be able to transport items weighing up to 30 pounds.
- Must be able to remain in a stationary position for extended periods of time.
- Must be able to traverse distances of more than 300 feet within the building.
- Must be able to position oneself to reach lower shelves on the ground and shelves as high as 60 inches.
- Must be able to work a variable schedule, which may include day, evening, and weekend hours and meet general attendance requirements.

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