

Early Learning Associate

Position Description: To initiate, plan, and implement early learning programs and storytimes for preschoolers at the library and off-site in the community; to oversee, administer, and promote our 1,000 Books Before Kindergarten program to patrons and the community to educate about the importance of early literacy skill building for ages 0-5.

Position Category: This is an hourly, temporary position with a one-year contract, fully funded through a financial grant. Position includes accrued vacation leave and Washington's paid sick leave. It DOES NOT include other Library District salaried employee benefits. There is potential for renewal at the end of the annual term.

Position Pay Rate: Pay rate is \$30/hour with an estimated flexible schedule of 12 hours weekly or a maximum of 52 hours monthly.

Position Specific Responsibilities and Expectations:

- Plans and implements storytimes on Friday mornings at the library and off-site as needed
- Plans and implements outreach visits and storytimes to local preschools to promote early literacy and library services
- Administers and promotes the 1,000 Books Before Kindergarten program, including planning special events related to it
- Evaluates and reports on the 1,000 Books Before Kindergarten program and community outreach to populations with children ages 0-5
- Assists with additional special events for children ages 0-5, such as Trick or Book and Messy Me
- Creates effective relationships with caregivers, teachers, and other community members directly working with children ages 0-5
- Attends monthly check-in sessions with the Youth Services Manager

- Primarily works remotely, but will be expected to work in the library for storytimes and other activities as needed
- Participates in trainings as needed

General Responsibilities and Expectations:

Customer Service

- Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
- Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
- Interprets policies and procedures to public in a customer-responsive manner

Library Operations

- Observes safety hazards and emergency procedures
- Observes library policies
- Identifies problems and reports appropriately to Youth Services Manager or another PIC
- Operates all office equipment and performs necessary office procedures utilizing copier, phones, voicemail, and others as appropriate
- Operates all library equipment and performs necessary library procedures utilizing computers, DVD player, projector, and others as appropriate
- Follows all opening and closing procedures
- Performs variety of duties supporting the overall operation of the library as assigned

Professionalism

- Maintains working knowledge of materials collections, services, and programs
- Attends workshops, trainings, and conferences as appropriate
- Participates in staff development activities
- Continually strives to increase job-related skills and knowledge
- Shares professional information with co-workers

- Adheres to library standards for conduct and work performance as well as the ALA Code of Ethics and the Library Bill of Rights

Teamwork

- Works cooperatively with co-workers, volunteers, and supervisor
- Displays flexibility in working with others
- Effectively communicates with co-workers
- Takes initiative
- Makes suggestions for solutions to problems
- Participates constructively in meetings
- Recognizes co-workers and volunteers for work well done

Required Qualifications

- Bachelor's degree
- Certification in early childhood development and/or equivalent
- Experience working in early childhood literacy and/or early childhood education
- Ability to work with a diverse population and effectively work on- and off-site to build positive relationships with other staff working closely with youth and their caregivers

Preferred Qualifications

- Library science degree
- Experience working in a public library or preschool setting
- Experience conducting storytimes in a public library or preschool setting
- Dual language skills: English/Spanish
- Proficiency with Canva and/or other creator content online platforms for making promotional materials
- Love of books and reading