



## See Yourself Here.

The Dayton Metro Library is seeking a full-time **Early Literacy Coordinator** to join the Youth Services team at the Library's Operations Center in downtown Dayton. (The Operations Center is one block south of the Main Library.) This position will plan and implement system-wide programming to young children, their caregivers and educators. The ideal candidate will be skilled at establishing and maintaining relationships with schools, child care centers and the Library's partner organizations. The selected individual will need to be able to develop a rapport with current staff members and serve as a resource to them. If you are familiar with the stages of child development, enjoy speaking to groups of people and have experience in developing youth programming, this is the job for you! Join our team today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent in any non-English languages spoken in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish and Swahili.

### Essential Job Duties

- Coordinates the development of early literacy programming throughout the service area. Plans, implements and evaluates system-wide programs and services for young children, their caregivers, and educators who work with them. Works with External Relations to prepare publicity.
- Provides services and resources to and maintains relationships with schools, parent educators, child care centers, and families that support their roles as early literacy educators to young children. Plans, presents, and participates in workshops and in-service training events for teachers, child care providers, and parents.
- Works with Youth Services Director and Youth Experience Manager to develop recommendations for services to young children at Dayton Metro Library and to set and maintain guidelines and objectives for library staff who work with young children.
- Participates in collaborative community initiatives and work groups which address improving kindergarten readiness, reading proficiency, and parent education. Makes recommendations for Library activities that align with community initiatives.
- Develops recommendations for Children Services and provides input into policies affecting young children.
- Provides advice and recommendations to public service staff for developing and maintaining a welcoming atmosphere for young children, their families, and their educators.



- Displays knowledge of the ages and stages of child development and psychology for young children and keeps current with trends and services in early childhood development and education.
- Prepares, submits and analyzes required department reports and budgets. Ensures proper records management.
- Handles special reference services or requests pertaining to young children.
- **Job Qualifications**
- Master's in Library and Information Science preferred or its equivalent in education and experience.
- Ability to effectively present information in a group and/or individual training environment. Ability to read, analyze, and interpret general business periodicals, professional journals, and policy and procedure manuals. Ability to write reports and business correspondence.
- Ability to respond to questions from children, teens, parents, teachers, patrons, managers, coworkers and members of the community and apply active listening skills.
- Ability to deal effectively with confrontational individuals and/or challenging situations.
- Knowledge of professional library principles, methods, techniques and procedures. Knowledge and appreciation of literature, periodicals, audio-visual materials, websites and other electronic media and materials for the early literacy educator and pre-school audience. Knowledge of available materials for age group and reader's interests.
- Ability to plan and implement programs to support early literacy, educators, and caregivers. Ability to determine patron information needs.
- Ability to construct a competent and complete search strategy using both print and non-print information resources. Knowledge of available and emerging technologies and their application to early literacy.
- Knowledge and understanding of the psychology of young children.
- Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.
- Schedule may include evening and Saturday hours.

**Compensation and Benefits:** Starting hourly wage is \$25.36 (with Master's degree) with an exceptional benefits package.

**Application Process:** Please send your cover letter, resume, and contact information for three employment references to Jennifer Kadel at [careers@daytonmetrolibrary.org](mailto:careers@daytonmetrolibrary.org). This position is open until filled.

*The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*