Ready for Kindergarten Specialist - Hilltop Branch

Salary Range: $20.67 - $31.06 hourly

Apply Today!


PURPOSE OF JOB

Responsible for engaging children and families in early literacy activities and conversations and promoting staff knowledge of early childhood topics under the guidance of the Youth Services Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Proactively engages families in the children's area. Lead literacy activities for families and children (age 0-5) in the Ready for Kindergarten area.
2. Supports systemwide activation of kid’s area through modeling, resource sharing and shadowing.
3. Plans, promotes and presents Ready for Kindergarten Classes and other early literacy programs in both virtual and in-person formats. Facilitates systemwide training for Ready for Kindergarten Classes. Maintains and updates systemwide kits to support program.
4. Enhances Storytime through sharing of early literacy tips and connections during the program.
5. Facilitates systemwide trainings on Ready for Kindergarten Conversations.
6. Under the guidance of the Young Minds Program Leader, develops curriculum, identifies assessment protocol and presents Kindergarten Success Camps. Trains support staff and volunteers.
7. Supports ongoing professional development of all youth services staff through structured monthly readings, discussion topics and trainings around early literacy and early childhood knowledge.
8. Supports ongoing training and development of Ready for Kindergarten Specialist group via new staff mentoring, team meetings and identifying developmental opportunities.
9. Maintains a document of resources and referrals frequently requested by 0-5 families visiting our locations.
10. Supports community literacy by providing training for teachers, parents and partner organizations on literacy engagement both in house and at community sites.
11. Attends events in the community to promote the library and early literacy knowledge. Conducts targeted recruitment of families for CML programs in the community. Creates a literacy rich environment in the children’s area by connecting children and families with developmentally appropriate books, reading with children and modeling dialogic reading techniques to caregivers when appropriate.
12. Creates displays and merchandise materials in the children’s area.
13. Supports the Code of Conduct by following up with customers when necessary; alerts Security Officer and/or manager about suspicious behavior.
14. Performs additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor’s Degree from an accredited college or university in Early Childhood Education or a related field required.
2. Experience working with 0-5 children in an educational setting and engaging with parents and caregivers.
4. Ability to contribute to organization-wide program development.
5. Experience serving low income and culturally diverse families.
6. Builds rapport well and is easy to approach and talk to. Shows a concern for, and focuses energy toward the needs of others.
7. Quickly identifies and focuses on critical activities to accomplish a goal and understands what can be set aside.
8. Provides individuals’ information so that they can make accurate decisions; timely
9. with information.
10. Ability to express self effectively and concisely, both orally and in writing.
11. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.
12. Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions). Work requires occasional lifting or pushing of up to 20 lbs. and the frequent lifting or pushing of up to 10 lbs.

SCHEDULE

Combination of mornings, afternoons, evenings & weekends, alternating Friday/Saturday. Sundays as assigned.