Ready for Kindergarten Specialist – Whitehall Branch (full-time)

Salary Range: $21.07 – $34.24 hourly

Apply Today!


PURPOSE OF JOB

Responsible for activating the children’s area by engaging children and families in kindergarten readiness activities and conversations, building staff knowledge of early childhood topics, and presenting early childhood programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supports activation of the children’s area by proactively engaging (0-5) families in literacy activities and provides suggestions to caregivers for repeating activities at home.
2. Plans, promotes, and presents Ready for Kindergarten Classes, Play to Learn and Storytime programs. Supports school age programming as needed.
3. Supports Birth – Five Family Connections training at their location.
4. Supports planning and presentation of Kindergarten Success Camps under the guidance of the Young Minds Program Leader.
5. Attends events in the community to promote the library and share early literacy knowledge.
6. Conducts targeted recruitment of families in the community for CML programs.
7. Creates a rich literacy environment in the children’s area by connecting children and families to developmentally appropriate books. Reads with children and models dialogic reading techniques to caregivers when appropriate.
8. Proactively provides a high level of customer service and assists customers through various aspects of utilizing the library.
9. Advocates for support of early childhood programs and services among branch staff.
10. Shares highlights of branch events and engagements on a systemwide level.
11. Creates displays and merchandise materials in the children’s area.
12. Supports the Code of Conduct by following up with customers when necessary; alerts Security Officer and/or manager about suspicious behavior.
13. Performs additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

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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.