

**Early Literacy Specialist (Part Time)**

Reports to Executive Director; annually reviewed by Executive Director

**Supervision:** Library Volunteers

**Fair Labor Standards Act:** FLSA Exempt, Professional Part Time (20 hours per week)

Starting Salary Range: \$28,000 – 30,000

**Scope of Job:**

The Early Literacy Specialist leads the Library's programs and services for youth ages 0 - 5. Buena Vista Public Library supports early childhood development and literacy, as well as supports families and caretakers with education and resources. The Specialist plans and implements Library youth programming for children ages 0 - 5, including weekly recurring events, special events, passive programming, and a robust Summer Reading program; maintains safe, engaging and welcoming spaces for youth and families; and, acts as the liaison to the community's public and private daycares and preschools, as well as to early childhood organizations and providers.

**Duties and Responsibilities**

- Plan, design, and implement enriching programming for youth ages 0-5, both recurring and special events. Deliver programming. Identify and contract with qualified presenters and instructors.
- Recruit, train, and assign tasks to volunteers to assist with youth programming.
- Promote and market youth events, services, and collections in regular and special marketing campaigns.
- Conduct community outreach to broaden awareness and impact of library services.
- Regularly conducts program evaluations and gathers feedback to guide future programming.
- Contribute to collection development, organization, and curation of children's materials.
- Communicate monthly updates to frontline staff to share information and promote youth services.
- Track program attendance and other data to guide decision making and to identify service needs. Contribute to the annual State Library Report.
- Effectively plan and implement a department budget; seek best return on investment of taxpayer revenue; accurately track and record expenses; and advise the Director in department budget needs.
- Provide the library team guidance and training on youth service practices and resources.
- Participate with Director in grant procurement, tracking, and reporting.
- Enforce the library's policies and procedures, while safeguarding confidential and restricted information.
- Uphold excellence in customer service standards.
- Develop and maintain effective working relationships with community partners, presenters, contractors, and consultants.
- Complete special assignments related to youth services as directed.
- Incorporate strategic plan intended outcomes and strategies in professional goals.

- Facilitate free and equal access to information for all; uphold the American Library Association's Library Bill of Rights and patron privacy.
- Keep current in public library trends, services, policies and best practices for early childhood and literacy development.

**This employee has the following professional knowledge, skills, and abilities:**

- Extensive knowledge of early childhood and literacy development.
- Confidence and initiative to provide value and affect change.
- Ability to develop and implement long- and short-range plans.
- Written and oral communication and presentation skills to address a wide range of audiences.
- Strong interpersonal skills to develop trust and relationships.
- Ability to provide outstanding customer service in person, on the telephone, and via e-mail.
- Skills in organization, planning, problem solving and decision-making.
- Technology skills, including word processing, spreadsheets, library apps, and online interfaces.
- Ability to effectively multitask while maintaining a positive attitude.
- Ability to deal calmly and effectively with a wide range of individuals, in some instances under stressful conditions.

**Education and Experience:**

- A minimum of a bachelor's degree in library science, early education, or a related field.
- A minimum of two years of public library or early childhood education experience.

**Other Qualifications:**

- Schedule may include evenings and weekend hours as needed.

Note: This job description is not an employment contract. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time.