

Location: Boone County Public Library - Main

Title: Early Literacy Specialist (LP)

Boone County Public Library is seeking a dynamic, motivated individual for the position of a Full time Early Literacy Specialist for the Main Library in Burlington, KY. Under the general direction of the Youth Services Coordinator, the Early Literacy Specialist is responsible for developing and coordinating early literacy services provided at the Main Library and other locations for children birth to age 5, their parents/caregivers, and other agencies and organizations associated with early literacy development. This position is 40 hours per week and requires days, nights and a weekend rotation. The Early Literacy Specialist interacts extensively with the public and other staff members.

Responsibilities:

- ✓ Plan, execute and evaluate early literacy programs and activities in cooperation with the Youth Services Coordinator
 - ✓ Establish and maintain relationships with other agencies and organizations providing early literacy services for the purpose of promoting library programs and encouraging community partnerships
 - ✓ Acquire, maintain and lead the Youth Services staff in developing 'best practices' for supporting early literacy development
 - ✓ Coordinate and conduct training for staff, parents, and caregivers in early literacy development; develop manuals and other supporting documentation
 - ✓ Create bibliographies, tip sheets, and other informational pieces to promote and support early literacy development
 - ✓ Participate in the development and evaluation of preschool collections and resources
 - ✓ Prepare reports and compile statistics reflecting early literacy activity
 - ✓ Write and administer grants
 - ✓ Assist with budget development and allocation of resources for early childhood programs and services
 - ✓ Provide direct customer assistance through reference, readers' advisory and related services
- Perform related duties as assigned

Education and Experience requirements:

Undergraduate degree in Early Childhood Education or related subject area

2-5 years progressively more responsible related work experience **OR**

Equivalent combination of education, technical training, and work experience that will provide the required knowledge, skills and abilities

Must qualify for library certification from the state of Kentucky

Valid driver's license

Skills and Abilities:

- Thorough knowledge of early literacy development, childhood development and corresponding library services and materials
- Thorough knowledge of early childhood literature
- Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections
- Demonstrated ability to plan and present effective children's programs
- Ability to establish and maintain effective working relationships with other employees and the public
- Demonstrated organizational skills and the ability to manage multiple priorities
- Writing skills necessary to create bibliographies, tip sheets, articles and other published information
- Communication, interpersonal and oral presentation skills necessary to for creating and presenting effective developmental programming to various groups
- Proficiency with Windows-based PC's, Microsoft Office products, email, and related products and procedures; ability and willingness to learn and adapt to new technologies

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Movement throughout the facility locating/retrieving materials and assisting users

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Talking/reading aloud to groups for 30-45 minutes, more than one time per day

Handling and manipulating library materials; fingering pages, cards, forms, etc

Operating computer and audiovisual equipment

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

Compensation

Starting at \$17.75 per hour, salary commensurate with education/experience, includes excellent benefit package with participation in the County Employees Retirement System

If you have the qualifications for this position, send application, cover letter and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.