

Job Summary

The Frankenmuth Wickson District Library is looking for a part-time Early Literacy Specialist

Under the direction the Library director, the Early Literacy Librarian plans and delivers Story Time sessions; develops and implements a wide variety of children's programs; maintains the Library picture book and beginning reader collection; acts as liaison to community organizations regarding early literacy education.

Primary Duties

1. Plans and coordinates the operation of the Children's Wing
2. Recommends material for the early childhood collection
 - a. Reads standard profession reviewing media to identify items that are appropriate to the collection.
 - b. Acts as reader's advisor with specific knowledge of board books, picture books to beginning chapter books.
 - c. Orders, processes and determines placement of books in Children's Wing collection.
3. Plans and executes a schedule of programs and activities intended to attract children ages birth through 6 to the library and stimulate their interest in reading.
 - a. Coordinates the activities of the annual Summer Reading Program
 - b. Prepares and conducts regular effective story time sessions in front of varying groups and demographics.
 - c. Develops occasional literacy programs for children throughout the year.
 - d. Makes contact with and cooperates with early education professionals, daycares and other early literacy services to promote optimum resource use.
4. Serves as primary early literacy reference librarian; Seeks knowledge and training in areas of early childhood learning, literacy philosophies and trends. Acts as early literacy liason to local educational organization
5. Maintains a pleasant, inviting environment in the children's wing
6. Performs all job responsibilities of a library clerk
 - a. Cooperates as a team member with all Library staff in performing any professional or nonprofessional duty essential to the achievement of superior library service.

Experience and Training

Previous experience with young children is required. Bachelor's degree in a relevant field is preferred.

Abilities, Skills and Knowledge

1. Ability to plan, organize and implement department policies and activities.
2. Self-motivated, excellent time management, disciplined work ethic, ability to manage deadlines.
3. Proficient with technology used in library settings including book readers, iPads, computer literacy tools (Word, Google Docs, Canva, Power Point or their equivalents) to produce marketing materials.
4. Ability to listen and communicate effectively with children, parents, community members, school officials, teachers and library staff.
5. Physical ability to perform the tasks of the job: shelving books, moderate lifting, moving tables and chairs and able to sit on the floor with children.
6. Energetic, enthusiastic, creative, accepting of differences and flexible.

Hours: 30 hours/week with the potential to expand to a full time position.

Includes evening and weekend work.

Salary: starting at \$18/hour based on qualifications.

Applicant will be subject to background check and drug screening