

**INTERIM/ FREE LIBRARY
YOUTH SERVICES EARLY LITERACY OUTREACH SPECIALIST
JOB DESCRIPTION**

SCOPE OF THE JOB:

1. This position reports to the Youth Services Coordinator.
2. Creates and maintains working relationships with community and child care organizations.
3. Plans and executes all Early Literacy Outreach Programming.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Establishes and maintains relationships with early childhood care and education facilities and organizations in the library's service area through on-site visits.
2. Conducts monthly storytimes for child care facilities.
3. Provides outreach programming and early literacy training to child care institutions, parents/grandparents/caregivers, and community organizations.
4. Prepares rotating collections for child care provider's use.
5. Prepares and maintains Public Relations information for Early Literacy Outreach activities and services in electronic and print formats.
6. Prepares story kits for child care providers.
7. Conducts tours and provides bibliographic instruction to groups and individuals both in and outside the library.
8. Prepares reports for record keeping purposes.
9. Provides direct service to the public by assisting patrons at the Youth Services desk in information, reference, and readers' advisory utilizing print and electronic resources.
10. Under the supervision of the Department Coordinator, performs inventory, collection development, shelf-reading, and weeding of the collection.
11. Gives book and/or library services talks to schools, college classes, community groups, and other service organizations.
12. Provides computer instruction classes for children.
13. Assists with the planning and implementation of children's programs.
14. Assists with displays and decorations in the children's area.
15. Maintains a working knowledge of popular culture such as music, movies, authors and other interests of children.
16. Prepares reading lists for children.
17. Recommends goals and objectives for Youth Services Department.
18. Assists in other library departments when necessary.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training sessions as required.
2. Meets the requirements of 6 Continuing Education credits every two years.
3. Performs other job-related duties as required.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week. Some evenings and Saturdays required on a flexible schedule which varies from week to week.
2. Workspace is shared with other departmental library staff.