GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: AUGUST 20, 2014
REVISED: JANUARY 26, 2015
CLOSING DATE: FEBRUARY 9, 2015

DEPARTMENT: **Library District**

POSITION: **Early Literacy Program Coordinator**

LOCATION: **San Carlos**

JOB CODE: **14-061**

PART-TIME/TEMPORARY POSITION

HOURLY SALARY: **$17.25 PER HOUR**

NATURE OF WORK

The primary responsibilities of the individual in this position are to develop and coordinate weekly early literacy programming in the San Carlos Public Library and other community venues for parents of children ages birth to five years. This includes Baby Time Brain Time and Pre-school Story Time with parent and child.

DUTIES AND RESPONSIBILITIES:

- Maintains patron confidentiality in compliance with Arizona state law.
- Conducts early literacy outreach for parents/caregivers of children, birth to five years at San Carlos Library and other community venues weekly.
- Develops and implements a plan for providing Baby Time Brain Time and Pre-School Story Time at San Carlos Library and other community venues weekly.
- Works with schools, daycares, WIC, Head Start, teen parenting groups, Boys & Girls Club, and other community organizations that serve children to promote Early Literacy. The critical age group of focus is on birth to five years.
- Is aware of other community entities providing services to children and coordinates activities as appropriate. The focus is on entities that provide service to birth to five years of age.
- Seeks out opportunities and makes early literacy workshops to community groups. Focus on groups that include target populations.
- Works closely with the County Librarian planning distribution of informational early literacy brochures and registers children for the Imagination Library Book Program.
- Prepares monthly reports and forwards as directed.
- Performs other related and necessary duties as assigned.

WORKING ENVIRONMENT:

Work is performed mostly in a library environment where the physical demands require sitting or standing for extended periods of time. Contact and interaction with adults and children is necessary. Flexible hours are required. (Some evening hours will be involved.)

EMPLOYMENT STANDARDS:

- High School Diploma or GED.
- Education and/or experience in early literacy programming.
- Valid Arizona Driver's License.
- Proficiency with word processing and email.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Extensive knowledge of the local Community is necessary.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Story Hour experience
- Ability to work with Adults and Children alike.
- Marketing skills (Flyers, Public Service Announcements, etc.)
- Public Speaking Skills
- Knowledge of Word processing, email, and report writing

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.