

Title: Early Literacy Coordinator/Librarian

Full time Non-exempt

Job Overview

This position oversees library services for preschool age citizens and caregivers. The position will develop new and innovative programs, spaces, and collections. The Early Literacy Librarian reports to the Public Services Manager.

Responsibilities and Duties

- Develops new services, programs, policies, practices, and behaviors focused on early childhood development.
- Creates an environment where books and stories are celebrated, and children develop a love of books.
- Collaborate with early childhood partners for coordinated community efforts to prepare children for school and future learning success.
- Plans and facilitates storytimes at the library and remotely.
- Plans reading programs and other initiatives for preschoolers in coordination with the Programming Coordinator and other staff.
- Trains other public services staff on early literacy principles and practices. This includes preparing them to facilitate storytimes and other programs.
- Incorporates sound educational practices to teach children and equip parents to develop early literacy at home.
- Formulates goals, plans, and procedures for implementing early literacy services in accordance with organizational strategic plan and priorities.
- Works with the Outreach Coordinator to develop and maintain partnerships with local schools and community organizations.
- Works with Collections Manager to select books, materials and equipment needed for outreach in accordance with Collection Management procedures and policy.
- Confers with Communications Coordinator in publicizing and promoting Early Childhood services.
- Keeps informed of technological and professional trends and pursues a commitment to professional development and growth.
- Other duties as assigned.

Skills and Abilities

- People-focused, social, and passionate.
- Must be able to create impactful moments and experiences for children.
- Commitment to the purpose of the library.
- Strong written communication and public speaking skills.
- Strong collaboration skills with an emphasis on networking and relationship building.
- General knowledge of technology trends including mobile devices and social media.
- Project management skills to successfully develop and sustain new services.
- Must be able to manage time and program schedules effectively.

- Must have a vast knowledge of children's books and authors with the ability to provide reader's advisory services to children, caregivers, and other educators.

Experience and Education

- Bachelor's degree in early childhood education, library science, or similar field strongly preferred
- Master of Library Science degree, Early Childhood, or similar degree preferred
- Experience working with preschoolers and parents of preschoolers required
- Previous public library experience preferred
- Customer service experience required