



Staff Member:

Position Title: Early Literacy Outreach Specialist

Category: I

Reports to: Youth Services Coordinator

FLSA: Non-Exempt

Job Summary: The Early Literacy Outreach Specialist delivers early literacy materials and activities to home-based childcares located in targeted areas throughout Lancaster County. The Specialist provides training to and mentoring of home-based childcare providers specifically in the area of early literacy with the objective of improving the school readiness of children cared for in such settings. These services may be delivered directly to Home-based providers by means of a specially equipped van, or by other means agreed upon with YS Coordinator. The Specialist will undertake extensive networking activities, working with community partners to deliver a full range of services to home-based childcare providers and the children and families they serve. This position requires occasional evening and weekend hours.

Essential Functions:

All Staff:

1. Follows the LSLC guiding principles.
2. Meets continuing education goals.
3. Prioritizes work in accordance with departmental goals.
4. Serves as an integral member of and contributes leadership for the Department.
5. Contributes to discussions of departmental activities and presents ideas for improvement.
6. Collaborates and assists with projects outside of Department to further LSLC strategic goals.
7. Resolves member library questions and complaints.
8. Creates documentation and procedures in relation to work.

Position-Specific:

1. Manages and implements services of the Be READy Rover Program.
2. Schedules and conducts visits to home-based childcare providers on a regular basis.
3. Develops and delivers early literacy lesson plans, materials, story times and activities to home-based childcare providers.
4. Conducts training for and mentoring of home-based childcare providers specifically in the area of early literacy.
5. Identifies and recruits home-based childcare providers in cooperation with partners where applicable.
6. Manages/curates a special collection for home-based childcare providers according to established procedures.
7. Coordinates activities with partners, such as those of the mentoring program of LutherCare.
8. Assists in the planning and execution of special events to improve school readiness.
9. Collects data, evaluates outcomes and prepares reports as required by LSLC.
10. Attends meetings as required by LSLC.

11. Participates in continuing education as required and appropriate.
12. Performs related or similar duties as directed or assigned.

Duties are performed in accordance with proven educational techniques and professional library practices. Travel is required. Occasional evening and weekend hours are required.

Education and Experience:

1. Associates degree in Early Childhood Education (Bachelor's preferred) or, an education related degree (such as Library Science) with 15 Early Childhood Education credits.
2. One year related field experience in an early childhood or library setting.

Required Competencies (Knowledge, Skills and Abilities):

All Staff:

1. Able to take direction; manage multiple priorities and prioritize work.
2. Follows and supports LSLC's strategic plan.
3. Willingness to learn new technologies and methods, suggesting new ideas for implementation.
4. Effective communication skills, including but not limited to: Phone, email, in-person etiquette.
5. Proactive and self-motivated problem solver; able to resolve questions and issues from member libraries and the general public in a polite and helpful manner.
6. Ability to work independently or in a group as needs dictate; ability to lead or otherwise assist a team or committee when necessary.
7. Strong organizational skills, including punctuality and attention to detail.
8. Basic knowledge of or quick aptitude in learning how to use standard office software (Microsoft Office/Windows), email and equipment; ability to learn System or industry-specific software and equipment; knowledge of or ability to learn basic website editing.
9. Possession of or the ability to obtain a valid PA Driver's License at employee expense.

Position Specific:

1. Ability to speak Spanish strongly preferred.
2. Proven ability in the area of early literacy education, including the ability to demonstrate best practices.
3. Demonstrates large and small group communication skills. Listens effectively.
4. Writes and speaks clearly, logically, concisely.
5. Ability to develop and execute strategies for home-based childcare provider buy-in.
6. Works well alone or as part of a team. Willing to work with and for others. Supports and facilitates cooperation among others. Keeps colleagues, team members and supervisors well informed.
7. Excellent customer service skills. Presents welcoming behaviors. Remains helpful and professional with customers. Responds quickly and cooperatively to requests from staff or public.
8. Good problem-solving skills. Uses sound judgment in making decisions. Constructively manages conflict. Works with others to solve problems and achieve results.
9. Ability to establish and maintain positive relationship with children, families, providers, and team members.

10. Ability to remain calm in difficult, ambiguous, and challenging situations. Responds appropriately to changes in direction and priorities. Adapts personal style to work situations. Takes corrective action when required.
11. Seeks opportunities to pursue the goals of the organization. Sets and models high performance standards.
12. Ability to lift and carry 40 lbs.
13. Ability to push and pull cart weighing up to 150 lbs.
14. Ability to climb stairs.
15. Ability to obtain child abuse clearance and pass criminal background checks as required by the State of Pennsylvania.
16. Ability to obtain the National Sex Offender Registry Clearance.
17. The possession of or the ability to obtain a valid PA Driver's License with a clean driving record.
18. Familiarity with basic vehicle maintenance and operations.

Physical and Environmental Conditions:

Work typically requires light physical effort in the handling of light materials, boxes or equipment. Work may occasionally demand strenuous effort in the handling of moderately heavy boxes or materials. Work may require sitting or standing for extended periods of time. Work involves exposure to temperature variations according to the season. Work involves limited access to restroom facilities on a regular basis. Must be willing to enter home-based childcare locations wherever they are found.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms and mobile libraries, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.