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**PROGRAM ASSISTANT – EARLY LITERACY SPECIALIST**

**POSITION DESCRIPTION**

**Reports To:** Assistant Director

**Classification:** Non-Exempt

**Hours:** Up to 30 hours/week

**Summary**

The Program Assistant – Early Literacy Specialist supports the library’s mission by providing library services, outreach, and programming for children ages 0 to 6 and their caregivers. This position emphasizes early learning, early literacy, and caregiver education, and plays a key role in cultivating a culture of reading and school readiness in Jefferson County. As a member of Public Operations, this position works closely with other staff to ensure collections, services, and programming serve the district’s diverse population.

**Essential Job Function**

Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

1. Plans, implements, budgets for, and evaluates early literacy programs, including storytimes, outreach, and seasonal events.
2. Promotes early learning best practices in the community and among caregivers.
3. Instructs caregivers, educators, and community partners in early literacy principles, school readiness strategies, and child development resources.
4. Provides outreach to early learning centers, preschools, and community agencies serving families with young children.
5. Assists with collection development for early literacy materials.
6. Participates in the assessment of community needs and library services to maintain relevant programming.
7. Works with patrons of all backgrounds, abilities, and experiences.
8. Attends and participates in staff meetings, trainings, and professional development opportunities.
9. Maintains a welcoming, safe, and developmentally appropriate environment for young children and their families.

**Essential Knowledge, Skills, and Attitudes**

**Knowledge**

1. Early literacy principles and child development (ages 0–6).
2. Library services, practices, and policies, including privacy and intellectual freedom.
3. Contemporary and classic literature and media for young children.
4. Community engagement strategies.
5. Basic library technology, internet, and social media tools.

**Skills**

1. Strong verbal, written, and digital communication skills.
2. Ability to plan and lead engaging programs for infants, toddlers, preschoolers, and caregivers.
3. Ability to collaborate with partners and adapt programs to diverse community needs.
4. Organizational skills to manage multiple projects.
5. Bilingual English/Spanish fluency preferred.

**Attitudes**

1. Enthusiastic, welcoming, and inclusive approach to public service.
2. Flexibility, adaptability, and creativity in a dynamic environment.
3. Initiative, curiosity, and a commitment to continuous learning.
4. Ethical conduct and cultural awareness.

**Work Environment and Physical Demands**

This position works both in and outside the library, in diverse locations such as classrooms, parks, or community centers. Regular use of office and library equipment is required. Physical demands include talking, listening, sitting, standing, walking, lifting (up to 40 lbs), pushing carts (up to 75 lbs), twisting, and bending.

**Schedule and Travel**

This position includes weekday and Saturday hours with occasional evenings. Regular local travel is expected.

**Education and Experience Requirements**

* Associates’ or bachelor's in early childhood development or library and Information studies.
* Minimum of one year of experience in early childhood education, libraries, or literacy-focused programming.
* Equivalent combinations of education, experience, and training will be considered.

**Preferred Education and Experience**

* Master's degree in library or information science from an ALA-accredited institution, or master's degree in an affiliate field.
* Two or more years working with children in a library setting.

**Additional Requirements**

* Valid driver’s license or ability to obtain one.
* Ability to pass a criminal background check.
* Official documentation of education is required for final candidates.

**Other Information**

This job description is not exhaustive. Duties may change at any time. This is a one-year grant-funded position with the possibility of continued funding in Year 2. Up to 30 hours per week, with schedule flexibility.

Jefferson County Library District is an Equal Opportunity Employer and complies with all state and federal employment laws, including the Americans with Disabilities Act.