Job Title: EARLY LITERACY OUTREACH ASSISTANT  
FLSA Status: NON-EXEMPT

Division: YOUTH & OUTREACH SERVICES  
Pay Grade: 25

JOB SUMMARY
Assist Early Literacy Outreach Coordinator to implement early literacy program, First Steps: Literacy Begins at Home. This includes, conducting home visits with community partners or alone in the homes of at-risk preschoolers (birth to age five), connecting with parents and caregivers through programs, outreach and community partnerships and upkeep of community learning spots in local businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Spends appropriate amount of time away from the desk roving using established procedures. Meets patrons at their point of need.
4. Maintains knowledge of the Youth Services Assistant position and covers public service desks as needed, but with limited hours.
5. Provides exceptional public service to all patrons served. Strong public service ethic evidenced by the ability to relate to and communicate with children, teens, and adults.
6. Creates and maintains respectful, professional partnerships with participant families.
7. Conduct weekly home visits with families, which includes modeling early literacy practices and skills, to encourage developmentally appropriate activities, which enhance and promote children to get ready to learn to read.
8. Connect families with community resources, such as health and wellness organizations and other educational organizations, i.e. Stride, Headstart, etc.
9. Review intake paperwork, initial onboarding documentation, and educational assessments.
10. Assists Early Literacy Outreach Coordinator to plan and implement quarterly First Steps family events.
11. Assists Early Literacy Outreach Coordinator in developing curriculum and lesson plans, which reflect fun and easy early literacy practices to promote the social-emotional, physical, and cognitive development of First Steps participants.
12. Tailors lesson plans for participant’s unique needs and development, sets appropriate goals, and writes individualized lesson plans based on early literacy standards and practices.
13. Works with community partners as directed by Early Literacy Outreach Coordinator.
15. Works Greeter Desk as assigned
16. Performs other related and necessary duties as assigned.
MINIMUM REQUIREMENTS
• High School diploma
• 1 year of relevant experience
• Or the equivalent combination of education and experience.

PREFERRED REQUIREMENTS
• An Associate Degree or higher, in Early Childhood Education and Child Development Associate Credential (CDA).
• Bilingual Spanish, with a compensation premium offered for candidates who are fluent in Spanish.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
• Must have a current driver’s license valid in the State of Wyoming or the ability to obtain one within six months of hire date.
• Ability to effectively and accurately operate and troubleshoot computers and other library related technology.
• Working knowledge of a public library.
• Proficiency in applying good customer service skills.
• Ability to work with limited supervision, with an aptitude for detailed work. Proficiency in prioritizing tasks and problem solving.
• Ability to work as a team member collaborating with parents and community resources.
• Ability to work flexible work schedules including weekends, evenings, and holidays.
• Ability to speak, read, comprehend, and write the English language.
• Knowledge of early childhood education and at-risk populations.
• Ability to network, build, and sustain relationships.
• Excellent verbal and written communication skills.

REPORTING RELATIONSHIPS
Reports to: Early Literacy Outreach Coordinator
Supervises: Volunteers

PHYSICAL EFFORT AND WORKING ENVIRONMENT
The essential duties and responsibilities of this job require the employee to move, manipulate, or lift up to 50lbs, moderately heavy equipment, boxes, carts, files, and/or stacks of material from one location to another. Regular kneeling, bending, and sitting on the floor to attend to child’s needs is required.

UPDATED 01/2024