

Job Posting for Early Literacy Outreach Assistant

HOURS & SALARY: Full-time 38-hours per week, with a starting salary of \$17.02 – \$20.91 an hour.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The *Gale/Library Journal* 2008 Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 yearly visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System provides opportunities that empower everyone to reach their full potential. Come join us!

The individual in the Early Literacy Outreach Assistant position will be one of two people conducting in-home visits to at-risk preschool age children, ages 0-5 years old, and their parents/caregivers. The home visits include a structured early literacy based storytime and activities to engage the child and help build skills for the child to be ready to learn to read when they go to school. Along with home visits this position assists the Early Literacy Outreach Coordinator to plan and implement in-library events for participant families, maintain community Learning Cubes, and help develop and implement the First Steps: Early Literacy Begins at Home Program. Up to ten hours weekly, the Early Literacy Outreach Assistant works collaboratively with other Youth & Outreach Service employees to provide in-library assistance at the second floor public service desk. Someone who enjoys children and desires to serve them as they develop a love for reading and libraries will find fulfillment in this work.

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.

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/>) along with submitting a cover letter and resume. **The application deadline is Sunday, February 4, 2024 at 11:59 p.m.** The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

The schedule consists of day, weekend, and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings. Below are sample schedules. Please note, due to the nature of home-visiting there may be required evening and weekend hours to meet participant needs.

SAMPLE SCHEDULES: 38-hours

MON.	TUE.	WED.	THU.	FRI.	SAT.*	SUN.
10:00AM – 6:00PM (7 hrs.)	9:00AM – 6:00PM (8 hrs.)	9:00AM – 6:00PM (8 hrs.)	10:00AM – 6:00PM (7 hrs.)	9:00AM – 6:00PM (8 hrs.)	OFF	OFF

OR

MON.	TUE.	WED.	THU.	FRI.	SAT.*	SUN.
OFF	9:00AM – 6:00PM (8 hrs.)	9:00AM – 6:00PM (8 hrs.)	10:00AM – 6:00PM (7 hrs.)	9:00AM – 6:00PM (8 hrs.)	10:00AM – 6:00PM (7 hrs.)	OFF

All shifts include a one-hour unpaid lunch.

FULL-TIME (Benefited)

Summary of Benefits:

- LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS). The total rate is currently **18.62%** of gross earnings (the employee rate is 9.25% and the employer rate is 9.37% of gross earnings). WRS is a pension plan that will pay lifetime benefits, regardless of the account balance, when age and service requirements are met.
- Employees pay into Social Security.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and an annual personal day.
- Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.
- Medical insurance and a separate dental plan are available at the employee’s option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.
- A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee’s expense.
- Employees may join the YMCA without an initiation fee.
- Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

Questions

For questions about this position, contact Beth Cook, Deputy Director of Public Service, at bcook@lclsonline.org.