Storytime-To-Go Coordinator

City of Eugene

Part Time/ Temporary

$17.66 - $21.98

Develop and coordinate a library story time service, staffed by volunteers and guided by early literacy principles, to local child care sites, with an emphasis on reaching low-income children ages 0-5. This position is funded by an Oregon LSTA (Library Services and Technology Act)

 grant and is part-time temporary for a year. The successful candidate may work up to twenty hours per week for twenty-four weeks and a reduced schedule thereafter, to be determined.

**Application Deadline:**

**Accepting On-Line Applications Only**

Examples of Duties Performed

Develop and/or maintain relationships with local child care sites, including the Family Connections of Lane & Douglas Counties, licensed day care providers, licensed childcare centers, recreation centers, Headstart, teen parent programs, Birth to Three, and homeless shelters.

Recruits and interviews child care providers for the purpose of matching them with story time volunteers, providing outreach services in the Eugene area.

Coordinates training, supports and evaluates volunteers who deliver on-site story times. Provides trainings utilizing guidelines supplied by Eugene Public Library Youth Services staff and includes skills for developmentally appropriate book selection, book sharing techniques, and promotion of early literacy skills using a variety of materials such as songs, rhymes, movement, felt stories, and other materials.

Organizes and schedules service to multiple sites, including developing a back-up system to manage schedule changes.

Coordinates a “How To Do Story Time” class open to the public.

Troubleshoots problems that arise in the development and delivery of the service.

Keeps statistics, evaluates the program and writes reports.

Knowledge of:

Early childhood development

Early literacy principles, skills and process

Children’s literature, songs, rhymes, and other activities that encourage early literacy

Skill in :

Sharing children’s literature, songs, rhymes, and other activities that encourage early literacy.

Program planning, including contacting and coordinating activities with a variety of organizations

Effectively present multi-age (ages 0-5) story times that include the 6 early literacy skills.

Develop, organize and manage a program

Coordinate training, schedule and coordinate volunteers

Evaluate story time presentations of volunteers

Communicate effectively orally and in writing with individuals and groups of people from diverse backgrounds

Work with people from diverse backgrounds, including ethnic, socioeconomic, people of different ages and people with disabilities.

Use computer skills (Internet, email Microsoft office programs

Experience and Training Guidelines

Education

High school diploma and some college; Bachelor’s degree in a relevant field (e.g. education, particularly early childhood education) preferred. **Advanced degree in Library Science with emphasis in youth services, and/or degree in early childhood education desired.**

Experience

Minimum of 4 years practical experience in an educational or library setting applying the principles of early literacy with young children.

Licenses and Certificates:

Possession of or the ability to obtain and maintain an appropriate Oregon driver’s license. Must pass driving records check, and if hires, maintain a driving record that meers the City’s standard. *Oregon law requires that an out-of-state license holder must obtain a valid Oregon license (with appropriate endorsements) within 30 days of becoming domiciled in the state (ORS 803.355)*

 *Preference may be given to applicants with Spanish Language and/or American Sign Language Skills.*

*Other combinations of education and experience that meet the minimum qualifications may be substituted.*

Supplemental questions

1. Describe your experience recruiting, training, and/or supervising volunteers?
2. Detail the key elements you include when preparing and providing story time activities for young children.
3. Describe your experience presenting multi-age story time activities. Include a brief description of the activities, the setting, the range of ages services, and the literacy goals related to the activities.
4. Are you conversant in Spanish?

\_\_\_yes \_\_\_no

1. If “YES” to question 4, please indicate your language skill level:

Able to speak basic words

Able to speak in simple sentences

Able to service as an interpreter

1. The job duties for this position require a background check. As an adult, have you ever been convicted for an offense other than a minor traffic violation?

 \_\_\_yes \_\_\_no

1. If you answered “yes” to question # 6, complete question #7. List the date(s) of the conviction(s), the location(s), the offense(s) occurred, and describe the nature of the offense(s).

PLEASE NOTE: A previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Eugene. It depends on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred).