



## **Bilingual Early Literacy Assistant - Leap into Learning - Full Time**

The Early Literacy Assistant supports the Leap into Learning (LIL) Home Daycare Program, and Coordinator by facilitating the early literacy needs of home daycare providers and their families. This position assists customers in the use of library resources and requires a high level of customer service-direct customer support. This is a 37.5-hour a week full-time position with some nights and weekends required. This is a grant funded position ending 06/30/2024.

### **RESPONSIBILITIES INCLUDE:**

#### **Library Service Delivery**

- Provides quality service by assisting the LIL Program Coordinator and home daycare providers in quality, developmentally, age-appropriate early childhood education engagement.
- Assumes the responsibility for the effective execution of programs and services in support of early literacy and childhood literacy in the service area.
- Assists with planning storytime sessions with related hands-on activities based on the LIL components: Supercharged Storytime, CTEDLS, and brain-based research in early childhood education. Research, prepare and distribute early literacy materials and resources.
- Assists with early literacy, language, and child development workshops including weekends and evenings.
- Assists with on-site visits to each provider location, with early literacy programs, training, and monthly assessments.

#### **Customer Service**

- Engages customers with a focus on supporting their needs, delivering high-quality services, and connecting them to the library collection and services.
- Supports with registering and tracking child-care providers with events, the Sparkler app, 1,000 Books Before Kindergarten, and Imagination Library programs.
- Greets and welcomes home daycare providers, and responds to customer inquiries via email, or phone.
- Assists LIL providers and parents with tech support and promotes digital inclusion.

#### **Partnership and Outreach**

- Supports Program Coordinator with visits to LIL Home Daycare providers.
- Conducts visits in absence of the LIL Home Daycare Program Coordinator.

#### **Record Keeping**

- Assists with provider and parent registration forms and surveys.
- Performs clerical duties and other duties as assigned.

## **EDUCATION and EXPERIENCE/QUALIFICATIONS**

### **Required:**

- Child Development Associate Credential (CDA) preferred. Candidates with CDA in progress will be considered.
- A minimum of 2 years' classroom experience working with children ages birth - 5 years.

**Preferred:**

- Bilingual/Spanish speaking.
- Valid CT driver's license and access to reliable transportation.
- Excellent interpersonal, communication, and organizational skills.
- Experience working with parents and caregivers.
- Strong working knowledge of Microsoft Office, Google applications, and other current technology applications.

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

- 37.5 hours weekly, ability to meet a flexible work schedule including some evenings and weekends.
- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in every day, potentially stressful situations.
- Ability to establish and maintain effective working relationships with customers and staff in a diverse environment.
- Able to walk, sit, and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**What we offer employees:**

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

**What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone

- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **“Bilingual Early Literacy Assistant”** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

**Hiring Range: \$20.51 – \$21.69 per hour DOE**

**Hartford Public Library is an Equal Opportunity Employer.**