

Leap into Learning Home Daycare: Early Literacy Assistant

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The **Early Literacy Assistant** will support the Leap into Learning Home Daycare Program Coordinator (LIL) to serve the early literacy needs of home daycare providers and their families. The ELA will also provide other services such as assisting customers in the use of library resources. This is a part time (25 hours) position that will require the incumbent to be available to work some night and weekends.

Responsibilities include:

- Provide 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.
- Assist with planning story time sessions with hands-on activities based on the LIL components: Supercharged Storytime, CTELDS, and brain-based research in early childhood education. Research, prepare and distribute early literacy materials and resources.
- Assist with early literacy, language, and child development workshops including weekends and evenings.
- Assist with on-site visits to each provider location, with early literacy programs, training, and assessments monthly.
- Engages customers with a focus on supporting their needs, delivering high-quality services, and connecting them to the collection and library services.
- Support with registering and tracking child-care providers with events, the Sparkler app, 1,000 Books Before Kindergarten, and Imagination Library.
- Greet and welcome home daycare providers, and answer customer inquiries via email, or phone.
- Assists LIL providers and parents with tech support and promotes digital inclusion.
- Support Program Coordinator with visits to LIL Home Daycare providers.
- Conduct visits in absence of the LIL Home Daycare Program Coordinator.

- Assist with provider and parent registration forms and surveys.
- Perform clerical duties and other duties as assigned.

Required:

- A minimum of 2 years' classroom experience working with children ages birth - 5 years.
- Child Development Associate Credential (CDA) preferred. Candidates with CDA in progress will be considered.
- Excellent interpersonal, communication, and organizational skills.
- Strong working knowledge of Microsoft Office, Google applications, and other current technology applications.

Preferred:

- Bilingual/Spanish speaking.
- Valid CT driver's license or reliable transportation.
- Experience working with parents and caregivers.

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **“Early Literacy Assistant”** in the subject line of your email. Resumes will only be accepted by email.

Hartford Public Library is an Equal Opportunity Employer.