

## **Early Literacy Outreach Specialist**

**Job Summary:** The Early Literacy Outreach Specialist delivers early literacy materials and activities to home-based childcares located in targeted areas throughout Lancaster County. The Specialist provides training to and mentoring of home-based childcare providers specifically in the area of early literacy with the objective of improving the school readiness of children cared for in such settings. These services may be delivered directly to Home-based providers by means of a specially equipped van, or by other means agreed upon with YS Coordinator. The Specialist will undertake extensive networking activities, working with community partners to deliver a full range of services to home-based childcare providers and the children and families they serve. This position requires occasional evening and weekend hours.

### **Essential Functions:**

#### **Position-Specific:**

1. Manages and implements services of the Be READY Rover Program.
2. Schedules and conducts visits to home-based childcare providers on a regular basis.
3. Develops and delivers early literacy lesson plans, materials, story times and activities to home-based childcare providers.
4. Conducts training for and mentoring of home-based childcare providers specifically in the area of early literacy.
5. Identifies and recruits home-based childcare providers in cooperation with partners where applicable.
6. Manages/curates a special collection for home-based childcare providers according to established procedures.
7. Coordinates activities with partners, such as those of the mentoring program of LutherCare.
8. Assists in the planning and execution of special events to improve school readiness.
9. Collects data, evaluates outcomes and prepares reports as required by LSLC.
10. Attends meetings as required by LSLC.
11. Participates in continuing education as required and appropriate.

Duties are performed in accordance with proven educational techniques and professional library practices. Travel is required.

### **Education and Experience:**

1. Associates degree in Early Childhood Education (Bachelor's preferred) or, an education related degree (such as Library Science) with 15 Early Childhood Education credits.
2. One year related field experience in an early childhood or library setting.

### **Required Competencies (Knowledge, Skills and Abilities):**

#### **Position Specific:**

1. Ability to speak Spanish strongly preferred.
2. Proven ability in the area of early literacy education, including the ability to demonstrate best practices.
3. Demonstrates large and small group communication skills. Listens effectively.
4. Writes and speaks clearly, logically, concisely.

5. Ability to develop and execute strategies for home-based childcare provider buy-in.
6. Works well alone or as part of a team. Willing to work with and for others. Supports and facilitates cooperation among others. Keeps colleagues, team members and supervisors well informed.
7. Excellent customer service skills. Presents welcoming behaviors. Remains helpful and professional with customers. Responds quickly and cooperatively to requests from staff or public.
8. Good problem-solving skills. Uses sound judgment in making decisions. Constructively manages conflict. Works with others to solve problems and achieve results.
9. Ability to establish and maintain positive relationship with children, families, providers, and team members.
10. Ability to remain calm in difficult, ambiguous, and challenging situations. Responds appropriately to changes in direction and priorities. Adapts personal style to work situations. Takes corrective action when required.
11. Seeks opportunities to pursue the goals of the organization. Sets and models high performance standards.
12. Ability to lift and carry 40 lbs.
13. Ability to push and pull cart weighing up to 150 lbs.
14. Ability to climb stairs.
15. Ability to obtain child abuse clearance and pass criminal background checks as required by the State of Pennsylvania.
16. Ability to obtain the National Sex Offender Registry Clearance.
17. The possession of or the ability to obtain a valid PA Driver's License with a clean driving record.
18. Familiarity with basic vehicle maintenance and operations.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.