

Literacy Now Job Description

Job Title: Early Childhood (EC) Outreach Specialist

Job Status: Salaried, Non-Exempt

Reports to: Program Director

Job Description: The primary responsibility for the **EC Outreach Specialist** is to provide and facilitate learning sessions and activities for parents/caregivers and young children (ages 2 months-4 years) at remote sites. Work with the Volunteer Coordinator to recruit volunteers from the community to support the program. Primary responsibility is to deliver program in an engaging, fun and safe environment – where relationships are cultivated, parents/caregivers are supported and empowered with knowledge, skills and materials as their child's first teacher. An engaging person who is excellent at building relationships (which will retain participants and grow numbers) is KEY to success in this position.

Required Skills: **EC Outreach Specialist** must have a strong desire to work with young children and their caregivers, manage people and passion for making a difference. Previous experience working with parents, youth, managing people, Bachelor's degree is a must and fluent in Spanish and English (*volunteer work may be considered*). The **EC Outreach Specialist** will have strong communication, problem solving, people, conflict resolution, leadership, listening and engagement skills. **EC Outreach Specialist** must be proficient in Word, Excel and Power Point. Must be able to manage and prioritize multiple tasks. Knowledge of child development, community resources, ability to work and relate to those from various cultures and backgrounds.

Additional Requirements:

- Customer service oriented.
- Ability to work on a team and in a fast-paced environment with a high energy level.
- Ability to work well with the public, library and Harris County staff.
- Demonstrated interest in and ability to work with children in a variety of community settings.
- Ability to work independently with limited supervision, as well as collaboratively with a team.

Program Implementation: (In collaboration with Program Director)

- Develop and execute Action Plan designed to increase program effectiveness and track results.
- Coordinate purchase and assembly of program supplies and materials with Administrative Assistant. Ensure additional supplies are provided when needed.
- Provide community/local resources and events in monthly newsletter.
- Translate written documentation, from English to Spanish for all programs.
- Provide support and problem-solving assistance for any issues that may arise. Program Director should be informed immediately if there is an issue or incident (refer to Staff Manual).

Reporting and Evaluation (In collaboration with Program Director):

- Effective communication with, and weekly updates to Program Director.
- Ensure that appropriate surveys are completed and data is compiled.
- Maintain and provide monthly updates on attendance (people served and volunteers) at events to Program Director, Operations Manager, and Volunteer Coordinator

Program Delivery

- Provide a safe, fun, engaging and welcoming environment
- Develop and deliver planned activities with instructions, handouts, and supplies for weekly sessions; modify as needed
- Develop and maintain a relationship with each child and parent/adult
- Engage with families and maintain a positive, structured environment for children and parents/caregivers

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Administrative and Supervision:

- Assist in planning and facilitating program meetings related to Reading Express activities
- Provide support and problem-solving assistance for any issues that may arise
- Provide “coaching” to volunteers, when needed.
- Provide information, photographs and story ideas related to parent/child interactions and volunteer photographs to the Marketing Manager.

Safety & Risk Management

- In house trainings must be complete, and renewed annually, before working with youth.
- Staff should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the MIB community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Staff may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing with on the phone via spoken word or text, through online media, or inviting children to their homes

Other General Responsibilities

- Additional duties as assigned
- Daily organization of the bus and program meeting space – keep tables and surrounding areas free of clutter and debris, store all materials in a neat & organized manner. Clean/sanitize countertops, equipment and toys at the end of each day. Clean /sanitize floors at the end of each day.
- Be a good role model and always display strong character values and respect students, co-workers, and faculty.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and trainings.
- Respect and abide by all policies and procedures set forth by Literacy Now. Read your employee manual.
- Wear appropriate attire – jeans may be worn in the Literacy Now office.

Work Schedule

The **EC Outreach Specialist** is a part-time position, 30 hours/week (September thru May). Office hours are determined in collaboration with the Program Director. Some nights and weekend hours are required to assist with programs and events activities. Written approval, from the Program Director, must be obtained (at least 1 week in advance) if regular office hours need to be adjusted due to evening and/or weekend events.

Schedule may change due to unforeseen circumstances. The above schedule may not contain all mandatory training and meeting dates.

By signing below, the **EC Outreach Specialist** understands and accepts all rules and responsibilities of job described above.

Employee

Signature of Employee

Date