

**LIBRARY ASSISTANT, Part-time (G-III): Hartford Public Library** seeks creative and flexible individual to support early literacy services. Twenty hours per week. Responsibilities: Provide quality service by assisting customers in the use of library resources, targeted literacy programs within Hartford, and perform clerical duties, other duties as assigned. Qualifications: **Must be Bilingual- Spanish.** High school diploma or equivalent; valid CT driver's license. Job description and application are available online at [www.hplct.org](http://www.hplct.org) or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted till August 28, 2015.**

**Scroll down for full job description.**

## Early Literacy Assistant

**General Statement:** Early Literacy Assistant supports Hartford Public Library's mission & core values and provides effective access to resources, information, and ideas.

**Job Classification:** G-3

**Schedule:** Day, evening, & weekend hours

**Supervisor:** Early Literacy Librarian

**Supervised Staff:** None

### **Essential Job Functions:**

Provide quality service by assisting customers in the use of library resources.

Assumes the responsibility for the effective execution of programs and services in support of early literacy and childhood literacy in service area.

Proactively assesses the needs of childcare providers (licensed, unlicensed, relative, neighborhood, center care and Pre-k district classrooms) in the service area through direct contact or through interaction with community agencies.

Plan, and deliver story time session with hands-on activities based on the Leap into Learning (LiL) components: (Every Child Ready to Read, CTELDS and brain based research in early childhood education)

Work closely with public, community based programs and HPS Pre-k classrooms to address early literacy and language development.

Provide on-site visits to each provider location, with early literacy programs, training and assessments monthly.

Research, order and distribute early literacy materials and resources.

Assist with early literacy, language and child development workshops (including weekends and evenings)

Establish library liaison for providers at closet library location

Register and track child-care providers' summer learning activity

Collect evaluations and compile data

Collect statistical information and compile reports as needed

Attend youth services meetings and events.

Perform clerical duties.

Perform other duties as assigned.

**Minimum Qualifications:**

Demonstrated commitment to customer service.

Excellent interpersonal and communication skills.

Operate computers and relevant software.

Ability to establish and maintain effective working relationships with customers and staff in a diverse environment.

**Minimum Requirements:**

High school diploma or equivalent. Bilingual – Spanish

Valid CT driver's license or reliable transportation.