

**City of Winooski Job Description**

Human Resources Department

**Position Title** – Library Children’s Engagement Specialist

**Posting Period** – Internal: 5/24/21-5/28/21; External: 5/24/21-6/4/21

**Salary Range** - \$19.73-\$20.53 dependent on experience

**Schedule** - Part Time, 20 hours per week

**Funding Source** - 100 % ESSER Funds

**How to apply** - Submit City of Winooski Application to Human Resources

**Purpose** – The Library Children’s Engagement Specialist is responsible for providing literacy experiences to pre-k and school-age youth, connecting with parents and caregivers, delivering outreach to child care, summer camp, and OST providers, and developing partnerships with community agencies in support of pre-k, school-age, and family readers. Working with the Library Director, the Library Children’s Engagement Specialist will proactively and continually assess the literacy landscape among children and families living in Winooski and develop service models and resource supports that meet the needs of residents, with particular emphasis on new American, immigrant, and BIPOC communities.

**Major Responsibilities<sup>1</sup>**

<b>% of Effort<sup>2</sup></b>	<b>Responsibility<sup>3</sup></b>
	Designs, presents, and supports a variety of literacy programs for youth including storytimes, family engagements, and outreach visits with an emphasis on childhood and family literacy
	Working with the Library Director, oversees childhood literacy services and that include resource sharing, referral, and community coalition building. Develops effective strategies for communicating the importance of childhood literacy to families, caregivers, and community providers via in-person and online channels
	Recommends and selects books, materials, manipulatives, and toys that meet the needs of child and family readers

<sup>1</sup> Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

<sup>2</sup> Approximate amount of total effort, listed from largest to smallest.

<sup>3</sup> State the condition that appears when the responsibility is complete.



	Develops a library environment that is conducive to learning and supports the diversity of the Winooski community
	Develops partnerships and collaborations with local schools, community agencies, organizations, and State of Vermont coalitions
	Coordinates with volunteers to deliver services and programs

**Minor Responsibilities (5%)**

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

**Position Type**

Classified, Part Time, Regular, Non-Exempt

**Compensation and Schedule**

Grade 3

**Emergency Response and On Call Requirements**

N/A



**Physical and Mental Requirements**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Internal work may include occasional work performed in climate-controlled office environments and/or outdoor locations, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases ranges from limited to frequent. Noise level is moderate but may be amplified in certain conditions.

- seeing
- color perception
- hearing/listening
- clear speech
- touching
- dexterity with hand and finger
- reading – basic
- math skills – basic
- writing – basic
- analysis/comprehension - basic
- mechanical equipment
- extreme cold
- sitting
- noise
- Lifting (up to 40 lbs)
- ability to work in close proximity between work locations
- lifting (80 pounds)
- carrying (80 pounds)
- climbing
- driving
- works alone
- ability to mount and dismount equipment
- works with others
- pushing/pulling
- face to face contact
- shift work
- verbal contact w/others
- moving objects
- standing
- pressurized equipment
- fumes/odors
- extreme heat
- air/dust
- hazardous materials
- electrical equipment
- Push/ Pull up to 40 lbs

**Reporting Structure**

Reports to: Library Director  
Direct Reports: None  
Indirect Reports: None



**Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications**

- Bachelor's degree or three years teaching or professional training experience or equivalent combination of education and experience; library experience a plus
- Strong knowledge of literacy development; familiarity with principles and practices of early childhood education
- Ability to convey information effectively to diverse audiences; multilingual candidates strongly encouraged
- Strong interpersonal skills and the ability to work with sensitivity and nuance with people across many ages, cultures, literacy levels, and education
- Ability to assess community needs and recommend/implement appropriate services and resources
- Love of reading and all things literacy!

**Post offer Pre-Employment Screening**

Employment reference and criminal background and DMV record check required

Approved by Council

