



# Early Literacy Planner

**Position Code:** 312

**Pay Band:** 4

**Division:** Children & Teen Services

**Effective:** June 2011

**Reports To:** Supervisor, Children & Teen Services

**Revised:** Nov/20, Jan/20, Jan/18

**Direct Reports:** none

**Status:** Seasonal Full-Time

**Indirect Reports:** none

## Position Summary

Reporting to the Supervisor, Children & Teen Services, the Early Literacy Planner is responsible to research, develop, plan and execute literacy-based programs for children up to six (6) years of age. In addition to programming, the role includes responsibilities such as, but not limited to, assisting with collection development and participating in library events, advocacy and outreach. The main duties and responsibilities of the position are in the areas of program delivery, children's services support, and customer service support.

## Duties and Responsibilities

### 1. Program Delivery (50%)

- (a) Research, plan, design, facilitate and execute regular and summer programs for children ages two (2) to five (5) years.
- (b) Design a variety of programs appropriate to the identified interests and development needs of children, including programs that offer information, special skills or entertainment for children and their caregivers.
- (c) Demonstrate creativity, openness to new ideas, and knowledge of a variety of programming tools and techniques by offering developmental and experiential learning experiences for children.
- (d) Understand early literacy skills and incorporate activities into programs which support early literacy skills development.
- (e) Assist with ongoing and specific children's programs for a variety of ages and abilities as needed; especially during peak times.
- (f) Set up book displays; prepare craft materials; pull reading materials for programs.
- (g) Provide supervision to an assigned group of children, maintaining control of participants with appropriate techniques.

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- (h) Visually observe program volunteers in performance of their duties, as well as the behaviour of participants in their care and be able to provide guidance as needed.
- (i) Ensure the health and welfare of participants, and that they adhere to health and safety regulations.

### 2. Children's Services Support (35%)

- (a) Provide children's services desk coverage and support, establishing an environment in which children receive courteous service and are encouraged to use the library and participate in library programs.
- (b) Address the information needs of children and respond to questions without bias across the spectrum of age, race, gender, ethnicity, ability or economic status.
- (c) Understand and practice effective reference interviewing skills particular to soliciting actual and unstated needs and protecting the confidentiality of children.
- (d) Identify opportunities for instruction and empower children to improve their own information-seeking skills.
- (e) Understand information seeking behaviours of children, that they may not ask for assistance and/or the variety of ways they may ask for assistance.
- (f) Assist with the maintenance of the children's collection, including shelf-reading, recommending book purchases, etc.
- (g) Assist with weeding, by pulling books to be deleted and subsequently removing them from the ILS catalogue.

### 3. Customer Service Support (5%):

- (a) Respond to enquiries, concerns, and issues from the public, and direct patrons to specialized staff as required.
- (b) Maintain knowledge of policy and procedures, and provide assistance throughout library as needed.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g., safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

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### Knowledge, Skills and Experience

1. Enrolled in a post-secondary Early Childhood Education, Teachers program or related discipline.
2. Six (6) months of related experience working with children ages two (2) to five (5) years. Participating in leadership programs or related experiences an asset.
3. Ability to observe/assess participant behaviours, enforce safety regulations and emergency procedures and apply appropriate behaviour-management techniques.
4. Good administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
5. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
6. Working knowledge of Windows and Microsoft Office applications and office equipment.
7. Physically capable of participating in programs and wearing the applicable personal protective equipment.
8. Valid Class "G" driver's license and ability and willingness to travel within the community as required.
9. Possess a current Vulnerable Sector Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification.

### Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing and walking. Daily tasks may include light physical effort while delivering programs or performing library functions (70%). Moderate physical effort includes moving furniture or sports equipment, cleaning, etc. (30%)

Normal hours of work are thirty-five (35) hours per week, shifts are usually seven (7) hours per day plus a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts to work

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evenings or weekends dependent upon the programming schedule, or work extra hours as needed.

**Physical Environment:** Work is conducted in a standard library environment (90%) with occasional work at other sites both indoors and outdoors. (10%)

**Sensory Attention:** Requires the ability to prepare and read a variety of reports, letters/correspondence, etc. Requires the ability to communicate effectively including explaining processes, instructions and speaking before groups of people with periods of continual visual concentration. Requires the ability to utilize mathematical formulas and ability to coordinate hand and eyes rapidly and accurately in using equipment. (100%)

**Stress:** Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (85%) Occasional exposure to disgruntled members of the public. (10%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. (5%)

### Contacts and Dimensions

Direct Reports: 0

Indirect Reports: 0

Total Employees Serviced: 0

Other Working Relationships: Position communicates regularly with staff, patrons, program participants, parents, community groups/organizations, and the general public.

Budget: n/a

Salary Budget: n/a

### Review and Signatures

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_