



## **EARLY LEARNING SPECIALIST**

Department:	<b>Public Services</b>	Class Code:	<b>870</b>
Revised Date:	<b>September 2023</b>	FLSA Status:	<b>Exempt</b>

### **About Spokane Public Library**

The Spokane Public Library's mission and vision is to be a community of learning and to inspire a thriving city through cultural and educational opportunities. We value education, collaboration, diversity, innovation, the customer experience, and everyday accountability. Since 1894, we have been dedicated to bringing people, information, and ideas together for the continuous growth and success of our community.

We are committed to staff development, recruitment, and promotion that embraces diversity in age, race, color, ethnicity, marital status, gender identity or expression, language, national origin, mental and physical ability, religion, sexual orientation, veteran status, and other characteristics. We are committed to creating a workplace that is welcoming of intersectional identities in all its forms.

**Position Overview:** *This position plans, coordinates and delivers library programming primarily for early learners; participates in community outreach activities; maintains and/or develops assigned collections; builds relationships with community partners. The position needs enthusiasm and a commitment to the mission and vision of the library.*

### **Primary Responsibilities:**

- Creates and performs age appropriate storytimes and activities.
- Coordinates storytime schedule, training, collection, etc.
- Designs and implements early learner and family programs system-wide.
- Connects Spokane's diverse communities with education, information, and programming.
- Connects early learners with skills needed for Kindergarten readiness.
- Cultivates a strong sense of community.
- Coordinates and performs community outreach activities.
- Delivers public presentations to the community.
- Partners with local organizations to build synergy within the community.
- Provides customer service, reference, and readers' advisory services.
- Instructs customers in the use of Library equipment and resources.
- Plans programs and events independently and in collaboration with other library staff.
- Interprets and explains Library policies and procedures; resolves customer issues and complaints.

- Supports the principle of free, open, and unrestricted access to information and ideas regardless of the medium in which they exist.
- Actively participates in SPL culture/community.
- Performs other duties as assigned or required.

**Preferred Education and Experience:** Master's Degree in Library Science or Library and Information Science, plus three years of direct public services experience, or a combination of relevant education and experience.

**Salary Range:** \$52,000 - \$63,000 yearly.

**Diversity and Inclusion:** Demonstrated commitment to diversity, inclusion and equity within the organization and throughout service delivery.

**Preferred Skill in:**

- Ability to create age-appropriate, hands-on programs for audiences age 0-5 with a focus on early literacy practices.
- Developing creativity, confidence, and the love of learning in others.
- Developing partnerships with community organizations.
- Coordinating community outreach activities and promoting public services to the community.
- Establishing and maintaining effective working relationships with staff, other departments, vendors, outside agencies, community groups, customers, and the general public.
- Responding to inquiries and providing information regarding public services, programs, and policies.