



## **HOH INDIAN TRIBE**

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# Position Description

<b>Job Title</b>	Early Literacy Coordinator / Assistant Librarian
<b>Department</b>	Administration
<b>Reports To</b>	Head Librarian
<b>Status</b>	Part Time / 755 Hours Annual
<b>Salary Range</b>	\$16.15 P/Hr.
<b>Location</b>	Hoh Tribe Reservation

### **Summary**

The Early Literacy Coordinator / Assistant Librarian is responsible for providing library services and targeted literacy programming for the service area within and immediately surrounding the Hoh Indian Reservation. The Early Literacy Coordinator / Assistant Librarian reports directly to the Head Librarian and provides librarian and research services. The Early Literacy Coordinator / Assistant Librarian assumes the responsibility for the effective execution of programs and services in support of early literacy and childhood literacy, within the library's broader program of services. The Early Literacy Coordinator / Assistant Librarian proactively assesses the needs of families in the service area through direct contact or through interaction with community agencies and recommends services and resources the library should provide to address those needs. This position requires substantial application of professional knowledge and experience.

### **Duties and Responsibilities** The duties of this position include, but are not limited to:

- Plan and coordinate early literacy events and participate in other community events as appropriate
- Provide training support for project participants and parents workshops; conduct pre and post surveys.
- Develop and maintain relationships through collaboration with key partners including local libraries, children's librarians and other community agencies
- Prepare reports and compile program information and data for quarterly and year-end reports
- Performs circulation desk duties: charges out and discharges materials; records borrowers and updates patron records; collects fines; sorts and re-shelves materials; maintains shelves.
- Assists patrons in locating library materials and in the use of all library services, including computers, printers, and photocopiers. Adds paper and other supplies as necessary; responds to patron requests both in person and by phone, including Internet time and the use of the library. Processes delivered materials; notifies patrons by phone of their arrival.

- Process library materials, including typing and attaching spine labels, attaching book covers and security tape, and mending and recovering books.
- Performs other related duties as required/assigned.

## **Skills and Specifications**

- Demonstrated ability to work independently and effectively with both children and adults.
- Ability to work independently and organize multiple tasks.
- Knowledge of and/or experience in early literacy practice and community resources.
- Attention to accuracy and detail.
- Typing and ability to learn computer operations and library related databases. Proficient data entry skills.
- Required to meet flexible schedule demands, including evenings and Saturdays.
- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

## **Education and Qualifications**

- Knowledge of books and literature and basic reference resources as well as the Dewey Decimal System.
- Experience with computer applications, including Microsoft Office, the Internet.
- Experience in human service related or early childhood field are required.
- Must obtain or have a Valid Washington State Driver's License
- High School Diploma or G.E.D. required, Associates Degree Preferred.

There will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization (43 CFR 17.3). If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives (Title 25 USC). Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.