Job Description: Spanish Language StoryTime Facilitator

Newton Public Library

**POSITION SUMMARY:**

Plans and facilitates weekly bilingual (English/Spanish) story times for children (ages 0-5 years) and their caregivers. Assists with special events for families with preschool-aged children as needed. Provides Spanish-language translation assistance for publicity materials. Works as part of a team with other library staff members, demonstrates flexibility and a positive attitude, and contributes to the overall successful operation of the library.

**HOURS:** Hourly, part-time (3-6 hours/week) – two hours of weekly story time facilitation, including set up and clean up, and two hours of weekly planning at minimum. Up to an additional two hours for special events and translation assistant. Non-exempt for purposes of Fair Labor Standards Act.

**WAGE:** $20.50/hour.

**SUPERVISED BY:** Children’s Librarian, Assistant/Executive Library Directors

**ESSENTIAL FUNCTIONS:**

**Specialized:**

* Plan and facilitate 60-minute story time session for children (ages 0-5) and their caregivers, incorporating stories, rhymes, songs (30-minutes) and follow-up play/craft activity (15-20 minutes).
* Develop and deliver PowerPoint presentations incorporating songs and rhymes during story time sessions.
* Work closely with Children’s Librarian to ensure engaging, developmentally appropriate content is incorporated into story time sessions.
* Select materials from the library’s Spanish-language collection and recommend additional purchases.
* Attend occasional, special events for families with preschool-aged children.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Bilingual (English/Spanish)
* Familiarity with literature for preschool-aged children
* Computer literacy; must be competent in usage of laptop computer and presentation software such as Microsoft PowerPoint.
* Ability to run and troubleshoot audiovisual equipment for storytime usage.
* Ability to work independently with minimal supervision.
* Ability to create a welcoming environment for the public and staff.

**EDUCATION AND EXPERIENCE:
Required:**

* BA/BS from an accredited institution, preferably in early childhood education, or commensurate combination of education and experience
* Experience working directly with children and families.

**Required Licenses or Certification:**  Successful completion of pre-employment screening tests including Drug and Alcohol, Physical Examination and Criminal Background Check.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.  Physical requirements include the ability to stoop, bend, stretch and change positions while conducting storytime. Ability to set up and take down tables, chairs, and meeting room furnishings is required.

**Work Environment**

This position operates inside the library and utilizes uses office equipment.  There may be some work outdoors at special programs and events. This is a fully on-site position.

Newton Public Library is an Equal Opportunity and ADAAA Employer and values diversity in its workforce