

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Children's Outreach Program Supervisor
Department: Library
Revised : September 2009

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Children's Outreach Program Supervisor classification.

GENERAL DESCRIPTION

Paraprofessional supervisory work involving the oversight and operations of the Stories to Go Bookmobile, Stories to Go to Home Child Care, and the Books to Grow Programs to promote early literacy for children. Work is performed under the supervision of a Librarian, who reviews work through regular observations, periodic conferences, and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises and oversees the daily operations of the Stories to Go Bookmobile, Stories to Go to Home Child Care, and Books to Grow Programs; oversees the staff's summer reading program presentations for pre-school children and their parents at the three library locations.

Develops the collection including selection of library materials for the Stories to Go Programs.

Directs child care professionals and parents to appropriate resources and creates, designs, and demonstrates developmentally appropriate readiness activities.

Develops, plans, and implements outreach programs in the community including storytelling and informational presentations.

Creates, implements, and presents early literacy workshops to child care professionals and parents and designs theme-based Storytelling Kits for use in child care classrooms.

Monitors and manages the budget for these programs.

Writes grants to obtain funding for the programs.

Monitors and tracks programs and compiles statistics for monthly and quarterly reports for the funding agency.

Interviews applicants for positions supervised and makes hiring recommendations to management staff.

Trains Stories to Go staff in planning, preparing, and presenting theme-based language enriched programs that will stimulate a child's social, mental, and emotional growth.

Completes performance evaluations on staff supervised and implements disciplinary actions as necessary.

Conducts staff meetings with those supervised to review and interpret library policies, procedures, and to explore solutions to concerns that arise.

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Maintains a variety of departmental records, forms, reports, logs, and files.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of departmental policies, procedures, and practices.

Thorough knowledge of the library's collection in selecting materials that meet the needs of the patrons served.

Basic knowledge of reference tools and the ability to assist users in pursuit of information using professional techniques and research skills.

Ability to write grants in pursuit of program funding and to monitor and manage complex program budgets.

Ability to design, implement, and present age appropriate literary programs for children.

Ability to train and supervise personnel.

Ability to exercise discretion and judgment in dealing with personnel issues and in resolving problems with programs supervised.

Ability to gather and present information and to instruct others in presenting information.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with the public, child care providers, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Liberal Arts, Business Administration, or related field and two years of experience working in a library or public service setting; experience working with pre-school age children is preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**

