



Stark County District Library

Job Posting: Bachelor

Title:	SPARK Parent Partner
Internal Classification:	Bachelor (FLSA non-exempt, bargaining unit)
Primary Location:	Main Library
Hours:	Part-time (24 hours/week)
Starting Hourly Rate:	\$12.00 an hour

Posted on October 15, 2018. Applications for the position will be accepted for a minimum of 10 calendar days from the original date of posting.

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The Stark County District Library - **The Smart Store**, where everything is free[®] – is a store of knowledge with an abundance of resources at your fingertips...all for free!

The Stark County District Library seeks an outgoing, customer service oriented professional to fill an opportunity as a **SPARK Parent Partner** at the Main Library of the Stark County District Library. We are looking for candidates who have a passion for building literacy skills in the **Canton City Schools, Worley Elementary community** and who understand the importance of keeping our library patrons and community families a top priority. Candidates must have a proven ability to work independently and maintain a flexible schedule depending on the needs of families, the program, and other required events. To learn more about the SPARK program and this unique and important work, please go to the following website for information: <http://www.ecresourcecenter.org/spark-ohio>. A more detailed description of this position’s specific duties is outlined, below.

If you believe you may be a good fit for this position, please go to The Smart Store[®] website - www.starklibrary.org - for more information and to complete an employment application. Go to “Contact” and then “Employment” for access to our on-line application.

Position Description

An employee serving in this position advances the mission of the Library by providing direct public service in the Main Library or one of the branch libraries, the Literacy Department, Mobile Services or Outreach Departments. This position may be assigned to work in the Communications Department, Collection Development Department or the Technology Department or as a Spark Parent Partner. Work requires the application of basic professional knowledge and techniques of library science to a variety of assignments, including readers’ advisory, programming, information services, cataloging, and acquisition of library materials. Employees work independently under the general supervision of a Library Manager and performance is evaluated based on observation and results achieved. Position may serve as shift supervisor.

Essential Duties and Responsibilities

- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

- Demonstrates commitment to STAR values in all interactions with customers, community residents, and colleagues; (Service, Teamwork, Adaptability, Respect);
- Works directly with SPARK preschool children and their families to provide in home, family-focused intervention to enhance early literacy skills and preparation for kindergarten;
- Serves as a support for SPARK children as they move from home or child-care environments to public school;
- Develops and maintains strong and effective relationships with all SPARK Ohio Initiative partners, including the Sisters of Charity Foundation of Canton;
- Positively represents the Library to agencies, organizations, and the community, promotes Library services and the SPARK program and partnerships in a consistently positive manner, and adheres to customer service guidelines and procedures as established by the Library;
- Models exemplary customer service to both internal and external customers, in accordance with SCDL standards and procedures;
- Plans and implements monthly face-to-face contact with assigned children in the home and/or child care setting to advance the successful implementation of each child's individual learning plan;
- Creates and maintains all necessary records according to SPARK guidelines;
- Attends Parent Partner meetings, training sessions and on-going professional development programs as required by the SPARK Learning Advocate Coordinator;
- Acts as the SPARK advocate for all assigned children and families, encouraging a high standard of early childhood care and education to ensure a preparation for kindergarten and successful transition to elementary school;
- Oversees appropriate use of developmental screening tools for assigned SPARK children as directed by the Learning Advocate Coordinator;
- Makes referrals as necessary to appropriate learning service and programs for SPARK children and their families, according to SPARK guidelines; and
- Communicates emergency situations and/or critical changes to the Learning Advocate Coordinator in a timely manner.

Selection Factors

- Strong interest in, and personal passion for early literacy and encouraging children and families to gain skills that will ensure a successful transition into the public school environment;
- A commitment to internal and external customer service along with a positive public service outlook, with strong communication and interaction skills and the ability to relate to people of all ages;
- The ability to communicate honestly and respectfully;
- A high degree of flexibility, patience, and tolerance, and the ability to function well in a variety of social contexts and environments; and
- The ability to schedule and organize meetings, a proven record of self-motivation and initiative, a strong ability to follow through on commitments, and an exceptional attendance record.

Knowledge of:

- Customer service principles and techniques;
- Basic library reference resources;
- Library numerical and alphabetical filing systems;
- Principles, practices, methods, and materials of public libraries; and
- Library circulation system and procedures.

Ability to:

- Demonstrate technology proficiency at the intermediate level;
- Maintain regular and reliable attendance, observing a flexible schedule including nights and weekends as assigned;

- Communicate in the English language by phone or in person in a one-to-one or group setting;
- Work cooperatively with other employees and the general public;
- Learn job-related material primarily through oral instruction and observation, which takes place mainly in an on-the-job training setting;
- Comprehend and make inferences from written material;
- Adapt to changing work priorities;
- Conduct effective information and readers advisory interviews with library users;
- Communicate well and work in a team environment;
- Work with customers of all age levels;
- Display initiative, flexibility and receptiveness to ideas, changes and responsibilities;
- Work effectively under stress;
- Work on several projects to meet deadlines by working independently or in a group setting; and
- Comprehend, use, and apply current technology in a public library setting.

Additional Requirements

Individuals may be required to operate a vehicle. If so, they must be physically capable of operating vehicles safely, possess a valid driver's license and have a clean driving record that is deemed satisfactory to the Library's insurance carrier.

Minimum Qualifications

Bachelor's degree in a program that imparts a broad liberal education required. Public library experience is highly desirable. Other combinations of knowledge and demonstrated ability to perform the essential duties and responsibilities may be substituted.

Physical Requirements

- The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations;
- Lift light objects (less than 20 pounds) and carry them short distances (20 feet or less);
- Reach overhead and bend/kneel to shelve books weighing up to three pounds;
- Remain in a standing position for extended periods of time while performing a variety of tasks; and
- Perform repetitive hand, arm, and body movements, including lifting books on a continuous basis for up to an eight-hour shift.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

About The Stark County District Library - The Smart Store, where everything is free[®]

Stark County District Library serves over 105,000 active cardholders, annually circulating 3.85 million items from its 1.4 million item collection and providing access to an additional 66 million items from lending networks throughout Ohio. Each year the library presents more than 9,000 programs for 170,000 attendees and provides 260,000 computer sessions on the publicly available computers found in each branch. The system consists of ten branches, including our main library, as well as a mobile services department.