

HAWAII LITERACY JOB DESCRIPTION

POSITION TITLE:

Bookmobile Assistant Program Manager

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Bookmobile Assistant Program Manager will assist Program Manager in offering high quality literacy and library services to both adults and children at selected sites on the Wai'anae Coast three afternoons a week, currently including Kauioakalani, Pai'olu Kai'aulu, Maililand, Sunflower/ Waimaha, Ohana Ola, and Boys & Girls Clubs, but may vary. Primary duties include driving the Bookmobile when the Program Manager is not present and overseeing youth and activities at each site, including leading story hours and overseeing use of Kindles, providing free book lending, keeping accurate attendance and book records, and coordinating with volunteers and staff to provide numerous other literacy building activities. The Assistant Program Manager must also be capable of ensuring proper behavior and safety of children while they are on the Bookmobile.

WORK HOURS:

Up to 16 hours per week, including Monday (2:30pm-8pm), Tuesday (3:00pm-6:30pm) and Thursday (2:30pm-6:00pm) afternoons. The remaining hours are flexible to complete duties as assigned by Program Manager. Hours may be expanded with future program growth.

WORK TASKS/RESPONSIBILITIES:

- ❖ Drive the Bookmobile to each site on most Tuesdays and on additional days when the Program Manager is not present.
- ❖ Maintain daily attendance and logs for daily activities and book sign out.
- ❖ At each site, assist children in selecting appropriate level books and teach various literacy activities with groups of children including read-alouds, storytelling, homework assistance, flashcards practice and other educational games.
- ❖ Sort, restock, and organize book bins and shelves and maintain materials on Bookmobile.
- ❖ Monitor children and enforce safety and behavior rules for children on the Bookmobile.
- ❖ Responsibilities also include tidying Bookmobile after each site, providing snacks to children, and other reasonable duties as requested by Program Manager
- ❖ Attend staff meetings in town (every 6 weeks) and other occasional special events as requested, including driving the Bookmobile in the annual Wai'anae Christmas Parade.

JOB SPECIFICATIONS:

- ❖ Have a clean driving abstract and valid Hawaii Driver's license, and have the ability to safely and comfortably drive a 21-passenger size van (CDL is not needed)
- ❖ Strong ability to read stories out loud and to properly lead literacy games and activities for school age children.
- ❖ Ability to work with children reading at different levels and to select appropriate books for different children.
- ❖ Good writing ability, good organization skills, and ability to use computer, email, and internet are all required. Should be comfortable with Excel and basic data entry. Ability to assist youth using tablets and manage on-line applications and accounts a big plus.

- ❖ Ability to maintain good behavior and respect for all children on the Bookmobile, and the ability to enforce rules in a calm and fair way.
- ❖ Past experience working with parents or providing training for adults a plus.
- ❖ Understand the communities, people, and resources on the Wai'anāe Coast and bring a dedication to improving services and educational outcomes for youth and families.
- ❖ Be a caring individual that will take seriously the work of helping underserved children build a love of reading and make the Bookmobile a loved and popular mobile library.

SPECIAL REQUIREMENT:

- ❖ Applicants must have a reliable means of getting to various sites on the Waianāe Coast.
- ❖ Applicant **MUST** have a clean driving abstract and valid Hawaii license.
- ❖ Applicants must be able to pass criminal background check and have professional references.

HOURLY WAGE:

\$16.00-\$17.00 to start

BENEFITS:

None at this time