



POSITION TITLE: **Honolulu-based Bookmobile Assistant/Driver**

### **About Hawaii Literacy**

Hawaii Literacy is a local nonprofit dedicated since 1971 to helping families develop strong reading and writing skills that are fundamental to succeeding in school, getting jobs, and building stronger communities. Our multi-island programs are free for clients, and serve over 3,000 keiki and adults each year.

Our unique model serves as the foundation for all of our programs. We believe that 1-to-1 support for literacy learners is key; that trained volunteers are essential to reach and help as many struggling readers as possible; and that our programs should be accessible year-round and operating on-site in communities with the highest rates of illiteracy. We believe that it's never too late to learn to read, and when you learn to read, you'll read for life!

### **Honolulu-based Bookmobile Assistant**

We are seeking a caring and reliable person who is interested in working with the Bookmobile Program. Current service routes include sites in Kapolei, Ewa Beach, Waipahu, Mililani, and Honolulu, but will vary as sites shift.

The key responsibility for this role will be to engage with and support keiki and family visitors to promote and facilitate their full use of Bookmobile services.

#### **Bookmobile & Literacy Activities with Keiki**

- ❖ Safely drive Bookmobile to and from sites
- ❖ Assist with set-up and breakdown of tables, chairs, benches, and possibly tents & containers as necessary
- ❖ Take initiative to encourage, engage with, lead, and oversee children in all literacy activities, including read-alouds, homework help, flashcard practice, and other educational games.
- ❖ Assist children in selecting appropriate level books
- ❖ Log daily attendance and book sign out
- ❖ Assist with other reasonable duties requested by Bookmobile staff

## Maintain a Safe & Welcoming Environment

- ❖ Maintain good behavior and safety of children while they are on the Bookmobile in a positive and calm way
- ❖ Assist with set up and break down of supplies and materials at each site
- ❖ Tidy the Bookmobile, clean up supplies, and restock books after each site and at the end of the day

## Work Hours

Hours will range from 0-19 hours per week. We are seeking someone that has availability from 1:15 P.M. to 5:15 PM on Tuesdays, 12:15 P.M. - 5:35 P.M. on Wednesdays and 2:15 P.M. - 6:30 P.M. Thursdays. Schedule will vary as sites shift, also work at special events may be assigned as well.

## Qualifications

### Minimum Qualifications:

- ❖ Have a clean driving record and valid Hawaii Driver's license, and the ability to safely and comfortably drive a 21-passenger size van (CDL not needed). Required.
- ❖ Have the ability and interest to work with large groups of children, and be able to enforce rules in a calm and fair way. Maintain good behavior and respect for all children on the Bookmobile. Required.
- ❖ Be a caring individual that will take seriously the work of helping children build a love of reading and make the Bookmobile a place that they love to learn. Required.
- ❖ Understand the communities and people in the areas served (or be open to learning)
- ❖ Have good reading and writing ability, and ability to use e-mail and internet
- ❖ Must have a reliable means of getting to various office where Bookmobile is parked
- ❖ Must be able to pass criminal background check and have at least 2 professional references

### Preferred Qualifications:

- ❖ Be able to engage and help children with different reading levels choose appropriate books. Highly desired.
- ❖ Be able to read stories well to groups and lead school age literacy games. Highly desired.
- ❖ Be able to assist youth using tablets and access on-line applications or accounts

Hourly Wage: \$16.00 - \$18.00 depending on qualifications and experience

Benefits: None

## **TO APPLY**

Please submit your resume to [info+hiring@hawaiiliteracy.org](mailto:info+hiring@hawaiiliteracy.org)

Applications that include a short statement of interest or cover letter will receive priority consideration.

*Hawaii Literacy is an equal opportunity employer that offers a respectful work environment free from discrimination and harassment. We strive to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcome individuals with work and lived experiences in the issue areas and communities we seek to serve. The Organization embraces and supports people of every race, color, religion, national origin, ancestry, age, sex (including gender identity or expression), sexual orientation, marital status, disability, arrest and court record, reproductive health decision, genetic information, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or any other characteristic protected by law. Employment with the Organization is at-will which means that either the employee or the organization may end the employment relationship at any time, with or without notice or cause. We encourage all qualified applicants to apply*