

Skokie Public Library
Community Engagement/Youth Services Department

Position: SCC Early Childhood Centers (SCC) Early Literacy Volunteer for Infants/Toddlers

Major Objective:

To read, sing, rock, play, rhyme and talk to children age 0-2 to promote early literacy skills, intergenerational bonding and reach an underserved population at SCC.

Duties and Responsibilities:

- Select picture books and other materials from predetermined specialized age-appropriate Skokie Public Library collection available at SCC for each session
- Read, Sing, Talk, Rock, Play, and Rhyme with children one-on-one and in small groups using the preselected materials.
- Spend approximately 1-2 hours at SCC rotating among the infants and toddlers
- Report feedback through various mechanisms

Qualifications and Requirements:

- Passionate about children and literacy
- Comfortable with young children (ages 0-2 years old)
- Physically able to move from floor to chair easily and lift a child in the infant and toddler room.
- Background Check and Health Clearance including MMR vaccination and TB test
- Willing to commit to a two-hour per week minimum for a six-month block
- Familiar with or willing to learn and sing nursery rhymes or nursery songs in the classroom setting e.g. “Twinkle, Twinkle Little Star” or “Itsy Bitsy Spider”
- Willingness to take direction
- Independent transportation to-and-from the site

Supervision:

The Community Engagement Librarian is responsible for communication with SCC about the volunteer program and administrative supervision of the volunteer. A Community Engagement librarian is responsible for the training and direct supervision of the volunteer.

Orientation and Training:

- Pre-interview at Library
- Tour and orientation at SCC
- A mandatory training session held at Skokie Public Library led by Community Engagement staff to explain the volunteer's specific duties and responsibilities and goals of the program

Work Schedule:

Once a week or more Monday through Friday during the hours of 9:00 a.m. to 12:00 p.m. (with the possibility of mid-afternoon hours available) at SCC. Exact day and time to be determined by the Center's need and the volunteer's availability.

Commitment Required:

Each visit requires approximately 2 hours (including time to select materials, an opportunity to rotate among the children, and provide feedback).