

# FAMILY LITERACY PROGRAM PART TIME FACILITATOR

## PAID PART TIME FACILITATOR JOB DESCRIPTION

At [Words Alive](#), our mission is to open opportunities for success by cultivating a love of reading. We know that reading is a gateway skill and we're obsessed with turning everyone in our community into a reader!

Our Family Literacy Program is growing, and we are looking for part-time facilitators to help us deliver a workshop series to families attending our partner schools in the San Diego community. [Learn more about the program and it's impact here.](#)

The purpose of our Family Literacy Program is to help families with small children learn why exploring books early on is important for child development and ways to make it a fun family habit while ensuring families build their home libraries.

### AS A FACILITATOR, A TYPICAL DAY WOULD INCLUDE

- Welcoming families at our host school in the room that you have setup beforehand
- Leading parents through a short information session and the hands-on activities that help explain those ideas
- Leading a fun story time with parents and their children
- Coaching and supporting families while they complete crafts or activities that relate to the book shared during story time
- Packing up materials and traveling to the next school
- Submitting parent sign-in sheets to the Words Alive Program Director (once a week)
- Picking-up/dropping off materials from the Words Alive office in Pacific Beach (once a week)

### THIS JOB MIGHT BE FOR YOU IF

- You are a positive, playful person who can command a room of adults and their children.
- You are friendly, like helping people and love to learn. You love watching children's faces light up during a well-told story and getting adults to those *ah-ha!* moments that help them feel empowered as parents.
- You are easy to talk to and can explain just about anything to anyone.
- You are well-organized and pay attention to the details. You stay focused and can think on your feet. As far as you're concerned, anything worth doing, is worth doing right, every single time.
- You are reliable and always on time, since consistency is key when helping families build new habits.

### WE HIGHLY PREFER THAT YOU HAVE

- Experience with preschool-age children and/or an educational background in child development
- Spanish speaking skills

### DETAILS

- This is a part-time position that begins January 16<sup>th</sup> and ends May 31<sup>st</sup>, 2018
- Pay is \$11.50 per hour
- Our school partners are still finalizing schedules, however program sessions typically take place Tuesday through Friday between the hours of 8:00-11:00am and 2:00-5:00pm.

### MINIMUM PHYSICAL REQUIREMENTS INCLUDE

- Be able to lift 30 pounds
- Be able to move between standing and sitting on the floor for about 90 minutes at a time

### PLEASE SEND YOUR RESUME AND A COVER LETTER TO

Amanda Birmingham Bonds, Program Director at Words Alive

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