Family Literacy Program Aide Job Description – Work Study

The Family Literacy Program Aide position encompasses a variety of fun and engaging tasks that will support the optimal development of disadvantaged young children in Central Texas through the gift of the love of reading. The Aide provides support to the BookSpring Rx, Ed, and Go Program Managers and the Book and Supply Manager. We are seeking four hires for this position for the Spring of 2020.

The primary job responsibilities include:
- Assisting Managers in scheduling, communications, and delivery of programs to partner sites in 20-30 schools, daycares, community centers, and medical clinics throughout Central Texas.
- Assisting volunteers with a variety of tasks including book ordering, sorting, labeling, and deliveries.
- Driving the company van to make deliveries, pick-ups, and site visits to participate and evaluate program activities.
- Participating in program documentation including photography and social media.
- Tracking and reporting on program activities and evaluations via a database.
- Working with the program staff to create and deliver exciting and educational activities that encourage and motivate all children to read.
- Coordinating literacy events that engage both parents and children together.

Requirements:
At least one semester of undergraduate college level work completed.

Must be able to
- Work in a team environment; be punctual, reliable and cooperative
- Show excellent spoken and written communication skills
- Demonstrate proficiency in word processing, databases, and spreadsheets
- Exhibit effective planning and organizational skills
- Lift boxes weighing up to 40 pounds
- Posses a Texas driver’s license and excellent driving record
- Show enthusiasm and commitment to children’s literacy

Preferred candidate will
- Be fluent in reading, writing and speaking Spanish aloud
- Have prior experience working with children from birth to age 12
- Work some evenings and Saturdays as requested
- Have interest in working with BookSpring for multiple semesters

This position pays $15 and hour for up to 15 hours per week. The job will last through the Spring semester, and is expected to resume in Fall 2020 ongoing.

Please submit a cover letter expressing your interest in this position and a resume to workstudy@bookspring.org.