

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 up to 4 hires for this position.

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 to make deliveries, pick-ups, and site visits to participate in and evaluate program activities.
- Participating in communication efforts including virtual content creation.
- 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 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
- Candidate must have a current work study authorization for Spring 2021 semester

Preferred candidate will

- Be fluent in reading, writing and speaking Spanish
- Be comfortable on camera to provide virtual literacy support to families
- Have prior experience working with children from birth to age 12
- Be located in the Austin area for the 2020-2021 school year
- Have interest in working with BookSpring for multiple semesters

This position pays \$18 an hour for up to 15 hours per week, as per your official Federal Work Study award. The job will last from Fall through Spring semesters as per scheduled requirements.

BookSpring is committed to the health and safety of its staff and the community as a whole. This position will require remote work and potentially in-person activities that will adhere to strict social distancing guidelines including mandatory masks, access to sanitation stations, and interaction with few numbers of staff and/or volunteers separated by 6 feet.

Equal Opportunity and Commitment to Diversity, Equity, and Inclusion

BookSpring is committed to a diverse, equitable, and inclusive workforce and to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. BookSpring's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

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