



# LENA START PROGRAM FACILITATOR

## Penrose Library

5 hours per week, temporary position

Open to all qualified current staff and external applicants.

**Date Posted:** November 22, 2024

**Location:** 20 N Cascade Ave., Colorado Springs, CO 80903

**Starting Wage:** \$20.52 per hour

**Position Hours:** 5 hours per week per the following schedule:

Class Date: Tuesdays, 6:30-7:30 p.m.

The position is funded January 6, 2025 – August 30, 2025.

*Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.*

### Application Procedure:

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until December 05, 2024, at 9:59 p.m. MST.

**EOE:** As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

## **LENA START PROGRAM FACILITATOR (contd.)**

### **Position Summary**

The LENA Start Program Facilitator position is a temporary, grant-funded position. Responsible for facilitation of LENA Start classes for parents taught virtually and/or in-person. Enters program data. From January 2025 – August 2025 this position will facilitate three, eight-week class series and provide support at other related events.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Completion of required LENA Start trainings.
- Prepares and facilitates weekly, hour-long parent sessions for 8-week program series (virtually and/or in-person).
- Enters program data.
- Sends LENA reports weekly and provides detailed report feedback to caregivers.
- Promptly answers caregiver questions and works with LENA Start Program Manager to provide additional information as needed.
- Assists LENA Start Program Manager with orientation and graduation preparation, event setup, and teardown, including creating and printing graduation certificates, and organizing incentives for participants.
- Lifts items up to 30 lbs. and uses carts and dollies to transport materials between libraries and library spaces.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Supports LENA Start Program Manager with other LENA-related tasks as they arise.
- Performs other job-related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Advanced knowledge of Zoom virtual meeting platforms and facilitating virtual meetings.
- Demonstrates ability to effectively use applications software, including Microsoft365, SharePoint, Word, Excel, and Outlook, along with standard office equipment.
- Ability to save and attach documents to email messages and create hyperlinks.
- Knowledge of early childhood developmental stages.
- Spanish-speaking ability is a plus.
- Demonstrates excellent verbal, written, and presentation communication skills; builds and maintains effective relationships with patrons, coworkers, and with staff at all levels.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.
- Ability to work independently and effectively organize daily work under general supervision.

## **LENA START PROGRAM FACILITATOR (contd.)**

- Demonstrates ability to exhibit professional judgment and demeanor in public interactions; thinks and acts appropriately under pressure.

### **Education and Experience:**

1. Requires a bachelor's degree in early childhood education or a related field is preferred.
2. Requires a background in Early Childhood Education and/or experience working with young children and families.
3. Experience working with children 0-36 months.
4. Bilingual ability is a plus in serving a diverse community.
5. Access to reliable transportation.

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist, and squat. Position requires the ability to lift and move equipment weighing up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

### **Conditions of Employment:**

*All selected candidates...*

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
  - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
  - may be uniformly tested for job-related skills and required physical abilities.
  - may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
  - must understand and comply with PPLD's drug-free workplace policy.
  - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, In accordance with Colorado law.
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