



## PRIME TIME TEAM MEMBERS

### PROGRAM COORDINATOR

#### Responsibilities:

- Recruit and register 25 families.
- Distribute brochures and posters to promote PRIME TIME to community partners (social service agencies, churches, Title I schools / parenting centers, adult basic education and literacy providers, Head Start, Even Start, etc.)
- Identify a preschool coordinator to conduct 20-30 minute, planned learning activity for 3-5 year old group each week.
- Identify a community organizer / translator to assist with recruitment and implementation.
- Transportation: Identify mode of transportation and driver, if needed. Establish route.
- Provide nutritious snacks using local funds and / or donations.
- Obtain door prizes for each week.
- Store books and Story-box Kit (LA) prior to program.
- Develop method for circulation of book packets.
- Discuss with staff scope of project, as well as staff members' responsibilities.
- Call participants each week to remind them to attend program.
- Promote library services and resources (5-10 minutes) at each session.
- Obtain donation of weekly newspaper for participants.
- Administer and submit participants' evaluations.
- Award certificates and gift books.
- Inventory, pack and ship books to the next site.
- Submit a final report within four weeks after the program ends.

### DISCUSSION LEADER: SCHOLAR (Recruited by PT staff)

**Hours:** 90 minutes per week for 6 or 8 weeks plus preparation / reporting time

**Stipend:** \$125 per session, plus \$125 for preparation time

#### Responsibilities:

- Be eager to transmit a love of reading and talking about books to an audience (parents or guardians and their children) that primarily thinks of reading as a school activity.
- Be comfortable working with participants who have limited reading skills and do not have experience talking about books.
- Model techniques for initiating and encouraging discussions of humanities themes.
- Facilitate discussion of themes / issue found in the books.
- Submit a final report within four weeks of the conclusion of the series.

### DISCUSSION LEADER: STORYTELLER (Recruited by PT staff)

**Hours:** 90 minutes per week for 6 or 8 weeks, plus preparation / reporting time

**Stipend:** \$125 per session, plus \$125 for preparation time

#### Responsibilities:

- Possess a broad knowledge of children's literature and the ability to work with non-traditional audiences.
- Be comfortable working with participants with limited reading skills.
- Demonstrate the inter-relatedness of the oral and literary traditions.
- Present stories and model read-aloud techniques for parents.
- Facilitate discussion of themes / issues found in the books.
- Submit a final report within four weeks of the conclusion of the series.



## PRESCHOOL COORDINATOR

**Hours:** 2 hours per week, including 15 minutes before and after 90-minute program

**Remuneration:** \$50 per session

### Responsibilities:

- Attend to the needs of 3-5 year olds and present pre-reading activities while parents and older siblings are in the reading and discussion program. Stimulate their minds with stories, books, activities, songs, and crafts.
- Using the *Preschool Handbook*, present stories and activities related to those being read and discussed by the older group to provide a common ground for discussion after the program.
- Serve refreshments.
- Assist in room set-up and clean up.
- Submit a final report to the Program Coordinator within four weeks after the program ends.

## COMMUNITY ORGANIZER / \*BILINGUAL TRANSLATOR

**Remuneration:** \$350

### Responsibilities:

Assist the Program Coordinator with the following:

- Recruitment of families
- Registration of participants each week. See registration.
- Assistance with crafts and stories for the 3-5 year old group.
- Preparation and serving of food.
- Room set up and clean-up.
- Preparation of nametags.
- Production of craft materials for 3-5 year old group.
- Reminders of participants to come each week.
- Translations of English dialogue to Spanish for non-English speakers during PRIME TIME sessions.\*
- Translations of Spanish dialogue to English for non-Spanish speakers during PRIME TIME sessions.\*
- Translations of forms and documents from English to Spanish.\*
- Assistance to Spanish-speaking families with the registration process.\*
- Submission of a final report to the Program Coordinator within four weeks after the program ends.

## VOLUNTEERS

**Volunteers may be used to assist the Program Coordinator and Community Organizer with implementation tasks. Possible**

**volunteer groups to contact:** Friends of the Library, church groups, Alpha Kappa Alpha sorority, Mortar Board, Key Club, Altrusa Club, library science classes or library club members (to present stories for 3-5 year old group).

