



2010 – 2011 NEH National Expansion Team Member Qualifications and Responsibilities

Project Directors and Program Coordinators: To be eligible for this award, applicant agencies must develop a *complete* PRIME TIME team for each of the 4 participating libraries. Before selecting team members please see below for details on each role. Selecting the right individuals to fill these roles is critical to the success of every program so please contact a PRIME TIME staff person with any questions or concerns regarding team member selection and/or recruitment.

State Project Director 1 per state

Hours: 90 minutes 4 weeks (1 visit to each library); planning and preparation time varies
Stipend: No stipend available for this position

The applicant agency will designate a professional staff member, experienced with public programs for non-traditional audiences and committed to the role of the humanities in literacy programs to serve as the project director, who will:

- ◆ **Attend the July Project Directors meeting and Training Workshop.**
- ◆ Recruit 4 library sites with strong records of outreach and programming experience.
- ◆ Assist with recruiting qualified team members for each library.
- ◆ Monitor sites, field questions, and conduct site visits.
- ◆ Submit a final report, site visit reports, and final reports for all team members to PRIME TIME, Inc.
- ◆ Act as liaison between the team and representatives from PRIME TIME, Inc. and the ALA.

Program Coordinator 4 per state; 1 per library

Hours: 90 minutes per week for 6 weeks; planning and preparation time varies
Stipend: No stipend available for this position

The designated project director in each state will recruit a librarian at each site who will serve as the program coordinator and:

- ◆ **Attend the July training workshop.**
- ◆ Work with the project director to identify and recruit a qualified scholar and storyteller team
- ◆ Identify a community organizer/translator and preschool coordinator
- ◆ Set program dates/time
- ◆ Work with community organizer to recruit and register a minimum of 25 target families to participate.
- ◆ Distribute brochures and posters to promote PRIME TIME to community partners.
- ◆ Inventory, store, distribute/collect, and ship books.
- ◆ Secure light meals for each weekly session using local funds and / or donations.
- ◆ Obtain door prizes for each week.
- ◆ Identify an insured local provider to provide transportation for families, if needed.
- ◆ Host by welcoming families to the library.
- ◆ Promote library services and resources (5-10 minutes) at each session.
- ◆ Administer and submit all PRIME TIME assessment forms.
- ◆ Submit a final report upon completion of the program.

Discussion Leader: Scholar 4 per state; 1 per library

Hours: 90 minutes per week for 6 weeks plus preparation / reporting time
Stipend: \$125 per session; \$750 total

The project director will work with the program coordinator to select the qualified scholar. To ensure appropriate discussion of the selected stories' humanities content, the scholar should:

- ◆ Possess a doctorate in a **humanities discipline** (literature, history, philosophy, and related areas listed at <http://www.leh.org/html/faq.html>) with past and/or current college-level teaching experience; or,
- ◆ Possess a master's degree in a **humanities discipline** and currently be teaching at the college-level
- ◆ Transmit a love of reading and discussing books to a diverse audience of parents/guardians and their children.
- ◆ Be comfortable working with participants who have limited reading skills and little or no experience discussing books.
- ◆ Ideally have experience with outreach programming through professional activities or volunteerism, working with multicultural audiences

Each scholar will:

- ◆ **Attend the July training workshop.**
- ◆ Serve as a discussion leader for the full 6 session program.
- ◆ Facilitate discussion of humanities themes found in books and modeling techniques for initiating and encouraging discussions for parents.
- ◆ Submit a final report upon completion of the program.

Discussion Leader: Storyteller 4 per state; 1 per library

Hours: 90 minutes per week for 6 weeks plus preparation / reporting time
Stipend: \$125 per session; \$750 total

The project director will work with the library coordinator to select the local storyteller for his/her knowledge of children's literature and ability to work with non-traditional audiences. The best storytellers will:

- ◆ Possess a broad knowledge of children's literature and the ability to work with non-traditional audiences.
- ◆ Demonstrate the correlation between the oral and literary traditions
- ◆ Present stories and model read-aloud techniques for parents.
- ◆ Be comfortable working with participants with limited reading skills and participating fully in the discussion.

Each storyteller will:

- ◆ **Attend the July training workshop.**
- ◆ Serve as a discussion leader for the full 6 session program.
- ◆ Present stories, model storytelling and read-aloud techniques, and participate fully in discussion periods.
- ◆ Submit a final report upon completion of the program.

Community Organizer / Bilingual Translator* 4 per state; 1 per library

Hours: 90 minutes per week for 6 weeks; planning and preparation time varies
Stipend: \$350

The community organizer/bilingual translator should have experience in working with the targeted families and agencies/organizations serving them. Each community organizer/ translator will:

- ◆ **Attend the July training workshop.**
- ◆ Help recruit families
- ◆ Assist the program coordinator with program implementation
- ◆ *Translate languages for participants during PRIME TIME sessions.
- ◆ *Translate forms and documents from English to non-English languages.
- ◆ *Assist English language learners with the registration process.
- ◆ Submit a final report upon completion of the program.

Preschool Coordinator 4 per state; 1 per library

Hours: 90 minutes per week for 6 weeks including 15 minutes before and after each session
Stipend: \$50 per session

The preschool coordinator will attend to the needs of younger siblings and present pre-reading activities while parents and older siblings are in the reading and discussion program. The preschool coordinator should have a background in early childhood education and be prepared to "prime the younger siblings for PRIME TIME" by creatively presenting stimulating stories, books, activities, songs, and crafts. Each preschool coordinator will:

- ◆ Use the Preschool Handbook to present stories and activities.
- ◆ Serve refreshments and assist in both the room set-up and clean up.
- ◆ Submit a final report upon completion of the program.