



Prime Time Family Reading Team Member Responsibilities

Library Coordinator – A librarian from the host library system, is responsible for overseeing the logistics of the 6-week series including program planning, implementation, and closing.

Responsibilities:

- Attend mandatory Prime Time training
- Use the Prime Time Program Coordinator Support Manual as a guide for programming
- Recruit a team to deliver the program, including a Community Organizer, Humanities Scholar, Storyteller, Preschool Assistant, and two or more volunteers
- Provide for nutritious meals, including meals families can take home each week, using Humanities Washington funds, along with local funds or donations
- Store and organize Prime Time program materials throughout the six-week program
- Distribute and collect Prime Time books each week of the program
- Oversee participant registration each week of the program
- Promote library services and resources (5-10 minutes) during each session
- Organize and distribute Family Surveys, completion certificates, and gift books (week 6)
- Submit a final report online within three weeks of the conclusion of the program
- Return completed Family Surveys and Attendance Sheets, and program materials within 3 weeks of program end

Community Organizer – A reading interventionist, school librarian, or ELL teacher responsible for recruiting families before programming and contacting families throughout programming in order to meet attendance minimums for each week of the program.

Stipend: \$500

Responsibilities:

- Attend Prime Time training, if possible

- Recruit and register 15 – 25 families (minimum 15 families served at each session)
- Distribute registration materials to local school(s) and make connections with school reading interventionists, teachers, and principals
- Attend each Prime Time session
- Translate for both family recruitment and also during Prime Time sessions, if necessary
- Translate Family Survey responses from Spanish to English, if necessary
- Call, text, or email participants each week to remind them to attend the program
- Deliver books as soon as possible following sessions to all absentee families
- Submit a final report online within three weeks of the conclusion of the program

Additional Responsibilities: The Community Organizer might also assist the Library Coordinator with the following:

- Preparation of nametags
- Registration of participants each week
- Room set-up and clean-up

Humanities Scholar – An individual with an MA or Ph.D. in a humanities field to facilitate discussions and work in concert with the Storyteller. Scholars are often recruited from local colleges, universities, or community colleges. In addition, Scholars should be interested in working with families and have an approachable and welcoming demeanor.

Stipend: \$875 (\$125 per session, plus \$125 for attending organizational meeting/preparation time)

Responsibilities:

- Attend mandatory Prime Time training
- Use the Prime Time Scholar/Storyteller Support Manual as a guide for programming
- 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 that families can replicate at home for initiating and encouraging discussions of humanities themes and ideas
- Facilitate discussion of themes / issue found in Prime Time program curriculum books
- Submit a final report online within three weeks of the conclusion of the program

Storyteller — A library employee or a teacher at the partner school works in concert with the Humanities Scholar and is adept at reading books aloud and has an approachable and welcoming demeanor.

Stipend: \$875 (\$125 per session, plus \$125 for attending organizational meeting/preparation time)

Responsibilities:

- Attend mandatory Prime Time training
- Use the Prime Time Scholar/Storyteller Support Manual as a guide for programming
- 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, modeling read-aloud and discussion techniques that families can replicate at home
- Encourage and facilitate discussions of humanities themes and ideas found in the Prime Time program curriculum books
- Submit a final report online within three weeks of the conclusion of the program

Preschool Assistant — A trained library or school employee experienced in delivering educational programming to 3- to 5-year-olds who has earned CDA certification or an associate’s degree, and who has two or more years of experience working with preschool-aged children, and who understands the principles of child development and early literacy acquisition.

Stipend: \$300 (6 sessions at \$50 per session)

Responsibilities:

- Attend mandatory Prime Time Preschool training
- Use the Prime Time Preschool Support Manual as a guide for programming
- Plan, and gather materials, for exploratory centers based on each week’s theme
- Prepare an interactive book sharing experience and exploratory centers for each 60-minute session
- Conduct a Book Walk preview of the book
- Implement corresponding Picture-Graph Questionnaires for each weekly title
- Create and share a Group Language Experience Book accumulatively across the program weeks
- Engage with young children by stimulating their minds with stories, books,

activities, songs, and crafts

- Assist in room set-up and clean-up
- Submit a final report online within three weeks of the conclusion of the program

Volunteers — Multiple volunteers assist the Library Coordinator and Community Organizer with tasks such as setting up room(s), preparing food serving areas, serving food, wrapping extra food for families, registering families, distributing/collecting books, and room set up.

At least one volunteer should assist the Preschool Assistant, to allow for bathroom breaks and to maintain a safe environment for younger program participants.