Prime Time Family Reading
Team Member Responsibilities

Program Coordinator — A librarian from the host library system, responsible for overseeing the logistics of the online 6-week program including 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, and Storyteller
- Arrange for intake of Prime Time program materials (books) to library
- Distribute all books at once to families using social distancing and other safe practices
- Track participant attendance and completion of weekly survey each week
- Coordinate with Community Organizer for delivery of weekly gift cards to families
- Promote online library services and resources (5-10 minutes) during each session
- Update (SharePoint accessible) Attendance Sheet weekly
- Deliver excess program materials to Humanities Washington within 3 weeks of program end
- Submit a final report online within three weeks of the conclusion of the program

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

Stipend: $500

Responsibilities:

- Attend Prime Time training, if possible
- Identify up to 20 students to participate with their families, recruit approximately 15 to 20 families to serve between 10 and 15 families each week (minimum 10 families served each week)
- Share registration materials with local school(s) and make connections with reading interventionists, teachers, and principals

- Communicate to recruited families adult and child participation requirements using supplied (bilingual) online enrollment form
- Attend each online 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 online
- Coordinate delivery of weekly gift cards to 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:

- Distribute program materials to families
- Track attendance and completion of weekly family surveys

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 online 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 online to an audience (parents or guardians and their children) who might consider reading only a school activity
- Be comfortable working with participants who have limited reading skills and do not have experience talking about books
- Manage online environments for optimum family participation
- Model techniques families can replicate at home, such as 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 trained storyteller working in concert with the Humanities Scholar, 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
- Manage online environments for optimum family participation
- Demonstrate the inter-relatedness of the oral and literary traditions
- Present stories, modeling read-aloud and discussion techniques 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

Preschool Assistant — Only for in-person programming, 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. Only in-person programming

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

Volunteers — Only for in-person programming, multiple volunteers could assist the team with tasks such as the organizing and distributing program materials, managing the online environment, and tracking attendance and distribution of weekly gift cards.