



## JOB DESCRIPTION

### **JOB TITLE: Imprints Cares Community Leader – Book Babies**

**Job Code:** CLBB-0223

**Status:** Part-Time Non-Exempt

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Imprints Cares is an early childhood education nonprofit. Our mission is To Nurture Children for Lifelong Success. Imprints Cares Community Leaders are responsible for supporting the Book Babies program by building authentic relationships in the community, supporting staff with community events and initiatives, and serving as an ambassador for the services and resources offered by Imprints Cares.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Collaborate with community, including Boston Thurmond Community Network to foster strong relationships and raise program awareness.
- Recruit families for Book Babies and other programs offered by Imprints Cares.
- Support Book Babies staff and community partners to promote awareness and outreach.
- Plan and facilitate story hours and group connections with staff members.
- Assist Book Babies staff with preparing for visits, groups, and other events as needed.
- Contact families about upcoming events.
- Serve as an ambassador of Imprints Cares and our mission driven work.

### **CORE COMPETENCIES**

- Good written, oral, and interpersonal communication skills in English. Spanish bilingual, preferred.
- Ability to work well in a team environment and follow directions.
- Organized and able to manage time effectively.
- Strong commitment to accountability and engagement.
- Demonstrates integrity with a strong work ethic; can work independently and under minimal supervision.
- Adheres to Imprints Cares statement of confidentiality policy.
- Able to lift boxes of books up to 20 pounds.

*The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.*

### **MINIMUM QUALIFICATIONS**

- Must be 18 years of age, high school graduate or equivalent preferred.
- Team Player who works collaboratively with others.
- Respectful to the beliefs and values of others.
- Exhibits self-confidence, cooperative attitude, dependability, and strong moral compass.

### **REPORTING RELATIONSHIP**

The Community Leader will report directly to the Assistant Director of Early Literacy with a secondary reporting obligation to Director of Pediatric Parenting Connections.

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