



Caswell County Partnership for Children Resource Lending Library Specialist (Volunteer or Intern Position)

Caswell County Partnership for Children (CCPFC) is a non-profit organization that serves children and families in Caswell County. CCPFC's mission is to unite the community to provide families with resources and services to enable all children to reach their fullest potential. To prepare our greatest resource, CCPFC leads and supports community strategies for children and their families that raise the quality of child care, strengthen families, improve child health and development, and support early literacy. CCPFC strives to be a central source of information about activities, programs, and resources for children and families.

CCPFC is seeking a talented volunteer or intern to organize and update the Resource Lending Library and assist in the transition to an electronic library management system.

CCPFC's Resource Lending Library offers a combination of educational resources, equipment and supplies for teachers and families in our community. Educational kits are age-appropriately themed and include books, games and toys that provide an interactive learning experience for children. Equipment includes a binding machine, laminators, copier and die cut machines. The Resource Lending Library also offers supplies such as construction paper, cardstock, and bulletin board paper. Items are arranged in the Resource Lending Library to assist teachers and families with choosing materials that are appropriate to the age of the child for which they are being selected.

Resource Lending Library Specialist Job Duties:

- Ensure that all materials are current, functioning and developmentally appropriate
- Assemble developmentally appropriate learning kits
- Create an updated inventory list that can be uploaded to the new library management system
- Assist in making the new library management system operational
- Create an engaging environment for teachers, families and children by arranging materials to assist users with selecting appropriate materials to use with children

Resource Lending Library Specialist Education, Knowledge and Abilities:

As a Resource Lending Library Specialist, we expect applicants to be knowledgeable about child development and developmentally appropriate practices.

Students applying for this position should be enrolled in a program leading to a degree in Early Childhood/Child Development, Education or a related field.

All applicants should have the following skills and abilities:

- Good computer skills, including word processing and spreadsheet development/management and the ability to create professional and accurate documents
- Detail oriented
- Be able to communicate effectively
- Dependably meet deadlines

To apply, complete the CCPFC volunteer application. The application should be emailed to the Executive Director at ccp4child@esinc.net or mailed to CCPFC, PO Box 664, Yanceyville, NC 27379

Caswell County Partnership for Children
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