



City of Rochester (NY)

Early Learning Specialist/Part-Time/Temporary

SALARY	\$24.84 Hourly	LOCATION	Rochester, NY
JOB TYPE	Part-Time Temporary	JOB NUMBER	26DM308PLA05
DEPARTMENT	Rochester Public Library	BUREAU	Community Library
OPENING DATE	03/04/2026	CLOSING DATE	3/17/2026 11:59 PM Eastern

General Description

The employee in this position serves as the regional coordinator and is responsible for coordinating and implementing the Raising A Reader (RAR) book bag program. This position provides ongoing support, planning and coaching to childcare providers and childcare center teachers to enhance the quality of early care and education programs. The Early Learning Specialist works under the general supervision of the Children's Services Consultant. Related work is performed as required.

LOCATION:

Central Library, 20 hours a week

Typical Work Activities

- Oversees child Raising A Reader weekly book bag rotation at childcare centers, family care homes and elementary schools;
- Plans and coordinates monthly parent/caregiver skill building events;
- Coordinates parent kick-off orientations;
- Provides ongoing support to childcare providers;
- Orders and distributes program materials to childcare providers;
- Manages an inventory system of Raising A Reader materials;
- Coordinates program evaluations;
- Conducts annual kick-off and refresher orientations for childcare providers.

Minimum Qualifications

High school diploma or Equivalent **PLUS**;

Bachelor's Degree **AND** two (2) years of experience working in a childcare, library, or classroom setting.

OR

Associate's Degree **AND** four (4) years of experience working in a childcare, library, or classroom setting.

OR

3. Six (6) years of experience working in a childcare, library, or classroom setting.

SPECIAL REQUIREMENTS:

N.Y.S. Class D Motor Vehicle Operator's License at time of appointment and throughout employment.

Motor vehicle available for daily use at time of appointment and throughout employment.

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>