

**Date:** January 21, 2025

**Job Title:** Book Access Assistant

**Classification:** Part-time, Temporary (Spring)

**Reports to:** Book Access Coordinators

**Compensation:** \$16.50 per hour, 8-16 hours per week



**Position timeline and how to apply:** To apply, send resume to [hire@booksforkeeps.org](mailto:hire@booksforkeeps.org) with the subject line **Book Access Assistant - [Your Name Here]**. Please include 1-2 sentences in the body of the email explaining why you are interested in the role. Applications submitted by **February 7** will be given priority.

**About Books for Keeps (BFK):** Books for Keeps exists to inspire joyful experiences around literacy that children can forever associate with learning. Founded by volunteers in Athens, GA in 2009, Books for Keeps has since distributed more than 1,403,610 books to children, teachers, fellow peer agencies, and other individuals in Georgia through its various book access programs. Alongside book distribution, the BFK team coordinates a local literacy mentoring program, community engagement opportunities around Georgia, and collaboration with literacy-focused agencies across the country.

The Books for Keeps flagship program is our Spring Book Distributions, also called Stop Summer Slide. We partner with local elementary schools to distribute 12 new, high-interest books to each K-5 student at the school. During the months of April and May, our staff bring those books to each school and essentially run book fairs in their media centers (libraries). In 2025, we are planning on visiting at least 16 schools, primarily in Athens Clarke County, and serving over 5,500 kids.

**The role:** The part-time Book Access Assistant provides vital support to Books for Keeps staff during spring book distributions. This is a temporary position beginning **Monday, March 17th** and ending **Friday, May 30, 2025**. The Books for Keeps Book Access Assistant will be paid \$16.50 per hour on a contract basis. This position relies heavily on the ability to interact positively with students, teachers, and volunteers. It is also dependent on the candidate's ability to lift boxes - typically between 15 and 35 pounds each - repeatedly over a 4-5 hour period. Responsibilities in these areas include, but are not limited to:

#### **Program Execution**

- Support delivery of materials to schools, including tote bags, tags, inserts, or other items.
- Package books and pallets in the warehouse with oversight of the Book Access Operations team.
- Assist with delivery of books to school partners on designated days, likely including moving the boxes (up to 35lb), helping kids choose their books, answering questions from volunteers and school staff.
- Help transport leftover books from school events back to warehouse.
- **Lift and carry boxes (up to 35 pounds apiece) - on a regular basis - across a room.**
- Processing leftover inventory following distributions.
- Other duties/ tasks as they arise or are assigned.

### **Communications support**

- Serve as a Books for Keeps ambassador to school personnel and volunteers by building a complete knowledge of the program.
- Greet volunteers, give instructions, and assist with volunteer orientation.
- Act as a liaison between volunteers (many of whom are inexperienced) and staff (who are often managing two or three needs at once).
- Answer school faculty and staff questions.
- Act as an enthusiastic champion of every child, including their ability to choose the books they want.

### **Qualifications/Characteristics:**

- Dependability, flexibility, and strong interpersonal skills.
- Excellent attention to detail and strong organizational skills.
- Cultural competency and the ability to work with diverse groups.
- Communication skills and the ability to explain our program and next steps to many audiences, including but not limited to K-5 kids, .
- Enthusiasm for teamwork, collaboration, and a purpose driven mission.
- Ability to provide own transportation.
- **Ability to arrive at the schools between 7 and 7:30 a.m. two to three times a week between April 1 and May 20.**
- **Must be able to bend, lift and carry full boxes of books (up to 35 pounds apiece) and stand for extended periods.**

**Background checks:** Books for Keeps is committed to protecting children through its child safeguarding policies. All staff are subjected to criminal background checks and are held to high standards of child protection.

**Anti-discrimination policy:** Books for Keeps prohibits discrimination and harassment, and provides equal employment opportunity with regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, pregnancy, sex, or age.

**COVID-19:** Books for Keeps requires all employees to be vaccinated against the COVID-19 virus. The organization will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.

**Employee acknowledgement:** This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and Books for Keeps may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.