



Prime Time Family Reading Team Member Roles & Responsibilities

As of May 2023

1. **Program Coordinator** — A librarian from the host library system, museum staff, schoolteacher, or any staff member of the program host responsible for overseeing the logistics of the 6-week program including planning, implementation, and closing. They must:
 - Attend mandatory Prime Time training
 - Fulfill the requirements of Addendum A: Scope of Work in the Contract and Grant Agreement
 - Recruit a Storyteller, Humanities Scholar, at least one Community Organizer to deliver the program, volunteers, if needed, and a Preschool Assistant, if applicable
 - Purchase Prime Time program materials, such as program books and gift books
 - For in-person programs, distribute Prime Time program books to participating families weekly and distribute books to the Scholar, Storyteller, and Preschool Assistant during the organizational meeting
 - For online programs, distribute all Prime Time program books to families and team members about one week before online sessions begin
 - Track participant attendance using the Attendance Record provided
 - Arrange for healthy meals to be served during each Prime Time session
 - Coordinate with the Community Organizer on distributing and/or delivering weekly gift cards to families, if applicable
 - Promote library services and resources (5-10 minutes) during each session
 - Ensure that participating families complete the Family Survey by the end of the program
 - Ensure that Team Members complete the Team Member Evaluation Survey
 - Submit a final report which includes the completed Attendance Record, Family Surveys, Team Member Evaluations, high-resolution images, and Final Report Budget within 30 days of the sixth and final session of the Prime Time series
2. **Community Organizer** — A reading interventionist, school librarian, ELL teacher, or outreach staff responsible for identifying, recruiting, and following up on families before and throughout the program to meet weekly attendance minimums. They must:
 - Attend Prime Time training, if possible
 - For in-person programs, identify about 30 students and recruit at least 25 to ensure that 15—25 families are served each week (minimum 15 families served each week)
 - For online programs, identify about 20 students and recruit at least 15 to ensure that 10—15 families are served each week (minimum 10 families served each week)
 - Collaborate with the Program Coordinator in developing and implementing an

enrollment system or process

- Attend each Prime Time session
 - Ensure attendance of at least one adult for each child attending a Prime Time session
 - Interpret from Spanish to English (and vice versa) during Prime Time sessions, if needed
 - Translate family recruitment materials and survey responses from Spanish to English, if necessary
 - Call, text, or email participants each week to remind them to attend the program
 - Coordinate delivery of weekly gift cards to families, if applicable
 - Complete a Team Member Evaluation within three weeks of the last Prime Time session
 - For in-person programs, the Community Organizer might also assist the Program Coordinator with distributing program materials to families, tracking attendance, ensuring completion of family surveys, etc.
3. **Humanities Scholar** — An individual, preferably 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. They must:
- Attend mandatory Prime Time training
 - Use the LEH's Scholar/Storyteller Manual as a guide for programming
 - Be eager to transmit a love of reading and talking about books 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
 - Use approved Prime Time curriculum questions and texts when facilitating discussions with the Storyteller
 - Demonstrate the inter-relatedness of oral and literary traditions
 - Facilitate discussion of themes/issues found in Prime Time program curriculum books
 - Model techniques families can replicate at home, such as initiating and encouraging discussions of humanities themes and ideas
 - For online programs, help manage online environments for optimum family participation
 - Complete a Team Member Evaluation within three weeks of the last Prime Time session
4. **Storyteller** — A trained storyteller working in concert with the Humanities Scholar, adept at reading books aloud and has an approachable and welcoming demeanor. They must:
- Attend mandatory Prime Time training
 - Use the LEH's 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 who have limited reading skills and do not have experience talking about books
 - Demonstrate the inter-relatedness of oral and literary traditions
 - Use approved Prime Time curriculum questions and texts when facilitating discussions with the Scholar
 - 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
 - For online programs, help manage online environments for optimum family participation
 - Complete a Team Member Evaluation within three weeks of the last Prime Time session
5. **Preschool Assistant** (only for in-person Prime Time Family programs) — A trained employee of a library, school, museum or other eligible organization, experienced in delivering educational programming to 3- to 5-year-olds, ideally with CDA certification or an Associate's degree, and who understands the principles of child development and early literacy acquisition. They must:
- Attend mandatory Prime Time training
 - Use the LEH's Preschool Assistant Manual as a guide for programming
 - Plan, gather materials, and prepare exploratory centers based on each week's theme
 - Conduct Book Walk previews of Prime Time program books
 - Prepare for and conduct interactive book sharing experiences
 - Implement corresponding Picture-Graph Questionnaires for each week's title
 - Create and share a Group Language Experience Book accumulatively across the program's six weekly sessions
 - Engage young children and stimulate their minds using a variety of materials and activities such as stories, books, activities, songs, and crafts
 - Assist in room set-up and clean-up
 - Complete a Team Member Evaluation within three weeks of the last Prime Time session
6. **Volunteers** — Multiple volunteers could assist the team with tasks such as tracking attendance, organizing and distributing program materials and gift cards, managing the online environment (if applicable), and assisting the Preschool Assistant.