

Youth Services Programmer

Part-time Position under the supervision of the Public Services Manager.

Typical Responsibilities of Position

Under supervision, performs work serving library patrons directly or indirectly. Some decision-making responsibilities.

Duties/Examples of Work

1. Develops and conducts all weekly preschool programming, including age-appropriate story times.
2. Plans, organizes and conducts monthly programs for families.
3. Conducts outreach efforts to daycares and other agencies serving children and their caregivers/parents.
4. Assists patrons with reference and reader's advisory questions.
5. Provides tours for groups who request.
6. Attends workshops and classes to improve skills.
7. Creates special interest displays including book displays and bulletin boards.
8. Prepares bibliographies and parent resources.
9. Maintains records of Youth Services activities.
10. Performs light housekeeping, including laundering puppets.
11. Performs other duties as assigned.

Knowledge and Abilities

1. Understanding of basic library principles, procedures, technology, goals, and philosophy of service.
2. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
3. Ability to effectively present information and respond to questions from patrons.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
5. Ability to use computer software and manage computerized files.
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
7. Working knowledge of English grammar and spelling.
8. Public speaking skills.

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.

7. Mobility: travel to meetings outside library.
8. Pushing and pulling: objects weighing 300-400 pounds on wheels.
9. Sitting, standing, walking, climbing and stooping.
10. Talking and hearing; use of the telephone.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete variables.
4. Communication Skills: effectively communicate ideas and information both in written and verbal form.
5. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
6. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
7. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
8. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
9. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; occasional evening and weekend hours.
2. Inside work environment.
3. Some outside programming.

Equipment Used

Digital AV equipment, book truck, building security systems, calculator, cash register, computer workstation, mobile devices, self-check work station, printer/scanner/copy machine, telephone.

Education and Experience

- Required: Associate's degree and a minimum of six months related experience and/or training; or equivalent combination of education and experience
- The ideal candidate will have:
 - Bachelor's degree in Children's Literature, Early Childhood Education, Human Development, or related fields
 - Library coursework or equivalent experience/training in programming and youth services

A background check is required for all full-time, part-time, volunteer and temporary employees.