

Job Description



JOB TITLE: Youth Programming Librarian

FLSA STATUS: Non-exempt

REPORTS TO: Head of Youth Services

PAY GRADE: 6

JOB SUMMARY: Responsible for planning and overseeing programming for children, teens, and families within the Library and the community. In addition, performs responsibilities at a public service desk and assists patrons of all ages in the use of the Library, its materials, services, and electronic resources.

ESSENTIAL FUNCTIONS:

- Provides uniformly gracious and friendly service to all.
- Coordinates the planning, development, implementation, and evaluation of programs for children, teens, and families to be conducted by self, other Youth Services staff, or outside presenters. Researches, makes contact with, and negotiates with potential program presenters.
- Coordinates room set up for programs.
- Adheres to the youth programming budget, keeping a record of all expenditures.
- Maintains program records, including but not limited to correspondence, contracts, check requests, tax documents, receipts, and program attendance.
- Submits newsletter copy for Youth Services programs.
- Participates in outreach efforts of the Youth Services Department.
- Assists patrons in the full use of the Library and its digital and print resources, including reference and readers advisory service.
- Assists patrons with technology-related issues. Troubleshoots problems and notifies appropriate staff of complex issues.
- Participates in collection development and maintenance.
- Participates in Library marketing, publicity, and display.
- Assists with gathering of statistical data.
- Supervises volunteers as part of youth volunteer program.
- Engages in professional development relevant to library services for children, teens, and families.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of policies and procedures of the Library.
- Knowledge of computers, the Internet, email, social media, Microsoft Windows and Office applications, and other relevant technologies and equipment.
- Knowledge of recreational and educational needs of children, teens, and families.
- Knowledge of alphabetic and decimal numeric filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to reach, bend, stoop, and lift to access Library areas and materials.
- Ability to lift, push, and pull equipment, furnishings, and supplies as necessary to set up for programs.

QUALIFICATIONS:

- Master's Degree in Library and Information Science from an ALA-accredited program, or in progress.

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- Minimum two years of experience in a library; public library experience with programming preferred.
- Minimum one year of experience working with youth.
- Valid Driver's License, proof of insurance, and access to a vehicle to be used for Library business.