

## **JOB DESCRIPTION**

### **YOUTH SERVICES LIBRARIAN / PROGRAMMING COORDINATOR**

#### **POSITION SUMMARY**

The Youth Services Librarian/Programming Coordinator prepares and conducts programs and publicizes library services and programs inside and outside the library, as well as other duties related to creating and maintaining good public relations.

#### **REPORTING RELATIONSHIPS**

Reports to the Library Director.

#### **MAJOR RESPONSIBILITIES**

1. Plans and implements a regular schedule of programs for adults, teens and children.
2. Plans, promotes and implements children's storytimes throughout the year.
3. Plans, promotes and implements the summer reading program.
4. Designs and implements publicity, news releases and displays to promote library programs and services through a variety of media.
5. Schedules and provides visits to area schools, senior centers and other community partners and coordinates outreach programs with agencies being served.
6. Develops and calendarizes annually the public relations/marketing plan for all programming events.
7. Collects and organizes statistics related to programming and outreach.
8. Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
9. Provides information and recommendations that can be used for materials selection.
10. Represents the library at relevant workshops and meetings.
11. Attends continuing education classes and/or webinars that are relevant for this position.
12. Supervises volunteers.
13. Assists at circulation desk when needed, including reader's advisory, reference and circulation duties such as registering new patrons, recording data, issuing library cards, and assisting patrons with placing holds.
14. Performs light housekeeping duties.
15. Assists with library decorations.
16. Follows and carries out EPL and Village of Ellsworth policies and procedures.
17. Performs other tasks as assigned.

**JOB KNOWLEDGE, TRAINING AND EXPERIENCE:** Position requires two years post-secondary level education and/or prior library work experience. Years of library work experience, continuing education courses or work experience that transitions well toward this position may substitute for the post-secondary requirement. Computer proficiency and the ability to work well with the public is required. A valid driver's license is required. Programming and storytelling experience, knowledge of children's literature and experience working with children, caregivers and people of all ages is preferred. Knowledge of the community in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful.

**EQUIPMENT OPERATED:** Must have computer and peripherals knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners and various audio visual equipment.

**ABILITY AND SKILLS:**

- Ability to develop and implement programs for people of all ages.
- Ability to be an effective storyteller and programmer.
- Knowledge of marketing and promotion.
- Working knowledge of English grammar and spelling for writing professional copy.
- Ability to transform ideas into effective informational/promotional works.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Familiarity with authors, books and library materials.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, supervisor and the media.
- Ability to gather statistics, analyze information and write reports.
- Working knowledge of computer applications, including Microsoft Office and email.
- Working knowledge of social media applications (e.g. facebook).
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
- Willingness to travel to programs throughout the community and to meetings and/or training opportunities outside the library.
- Ability to maintain skills through active participation in appropriate continuing education activities.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to arrange items in alphanumeric order.
- Ability to effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
- Ability to identify, analyze and solve problems.

**PHYSICAL EFFORT:** Position requires standing, sitting and bending for periods of time. Some lifting required. Periods of sustained computer work required. Fingering: keyboarding, writing, filing, sorting, shelving and processing.

**WORKING CONDITIONS:** Majority of this position is inside, although occasional outside programming is possible. Periodic travel to workshops out of the immediate area may be required. Must be available for some Saturday or evening working hours to meet the demands of programming.

**Employee Acknowledgement**

I have read and understand this position description.

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Employee:

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Date:

Board approved November 24, 2015