

Youth Services Programmer

FLSA Status: *Non-Exempt*

General Definition of Work

Performs administrative work coordinating the youth programs in the branch library, and related work as apparent or assigned. Work is performed under the limited supervision of the Branch Manager and Youth Services Coordinator. Limited supervision is exercised over assigned personnel and volunteers. Active participation in the implementation of the library's Long-Range Plan is expected of all employees of Blackwater Regional Library as it relates to their job descriptions. Employees are expected to set and accomplish goals for job performance annually as a part of the Long-Range Plan.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Plans and leads library's story time, children, teen and family programs; takes pictures at events and submits to local newspapers; registers patrons for programs

Assesses community needs for young people by communicating with local agencies, schools and patrons

Selects books and other materials for youth collection

Maintains children's area and collection; maintains a presence in the children's area assisting parents and children in locating materials in the branch

Creates bulletin boards and showcases to develop public interest in library programs; contacts and visits daycares, schools and community organizations regarding programs offered; designs and sends flyers and displays posters within library

Receives and records expenses and donations for summer reading budget

Prepares materials for crafts and other library programs

Schedules and budgets for performers

Assists with grant writing

Prepares reading guides, materials lists and booklists

Attends professional meetings, conferences, workshops and seminars for training; travels for outreach program

Participates in monthly Youth Services Meetings

Evaluates and makes decisions regarding spending on youth programming needs at branch

Assists patrons at circulation at front desk, via email and via telephone; checks books and other materials in and out, collects fines and fees; makes copies; issues library cards; assists in locating materials; accepts and fills patron requests for materials

May open and close facility during normal hours; ensures alarm is properly activated

Assists in maintaining the appearance of the library

Knowledge, Skills and Abilities

General knowledge of the principles, practices and techniques of modern library operation; general knowledge of the best in youth resources with the ability to introduce these materials to children and to interest them in the use of library resources; general knowledge of children and teen literature and guiding behavior; general knowledge of child development and language development; ability to exercise initiative and independent judgment and work well with children; ability to communicate effectively both orally and in writing; ability to proficiently operate audio and video equipment; skill in the use of personal computer and associated software and hardware packages; ability to plan and develop programs and services to achieve desired outcomes; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and Experience

Bachelor's degree with coursework in liberal arts, early childhood education, or related field and moderate experience in working with various age groups of children, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places and exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.