

Joseph T. Simpson Public Library
Children's Programmer Job Description
Adopted June 14, 2016

Summary of Responsibilities

Part-time

Non-Exempt

Plans and implements educational programs services for preschool and school age children. Includes daytime, evening, Saturday and Sunday hours. Schedule subject to change as deemed necessary to meet library operating requirements.

Education

Bachelor's degree in Early Childhood Education or Elementary Education required.

Immediate Supervisor

Children's Librarian

Required Knowledge, Skills, and Abilities

1. Knowledge of children's literature.
2. Knowledge of current issues, trends and technology in public library service to children.
3. Ability to work with children and their caregivers.
4. Excellent written and verbal communication skills.
5. Ability to deal with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
6. Ability to organize materials, time and establish priorities.
7. Ability to provide effective and quality library service in accordance with the library's customer service philosophy.
8. Ability to type and use computer equipment (i.e. keyboards, light pens, printers, etc.) and photocopiers.
9. Ability to understand and adhere to library policies and procedures.

Essential Duties and Functions

1. Plans, organizes and schedules a variety of educational programs for children and parents aligned with the key learning areas in the Pennsylvania Learning Standards for Early Childhood.
2. Incorporates technology into programs where appropriate.
3. Develops assessment tools to measure program outcomes and regularly conducts program evaluations.
4. Prepares press releases and program flyers for children's programs.
5. Plans and coordinates the Summer Reading Program for preschool children. Obtains prizes and schedules programs for this eight-week program.
6. Visits area daycare centers and preschools on a monthly basis for outreach Story Time and delivers requested materials for teacher collections. Visits increase to weekly visits during the Summer Reading Program.
7. Oversees selection and collection of materials for requested teacher collections.
8. Performs public services for children and their families including instruction in the use of the computerized catalog and Internet, and location of materials, reference assistance, referral and reader's advisory services.

9. Must be physically capable of handling books, magazines, cassettes and other materials; of placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves.
10. Attends continuing education programs and staff meetings.
11. Is available to speak to groups about the value and services of libraries.
12. Monitors the behavior and conduct of library patrons.
13. Interprets and enforces library policies.
14. Visual acuity to use research tools in print and in computerized formats.
15. Assists at circulation desk as scheduled and as needed.

Working Conditions and Physical Demands

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry. Must be able to stand for at least 4 hours at a time.
2. Must be physically capable of handling books, magazines, cassettes and other materials; placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves; emptying book drop.
3. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
4. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Employment Clearances

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearance that qualify the individual for employment as outlined in the library system's Employee Clearances policy.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.