

# JOB DESCRIPTION



**JOB TITLE:** Youth Programming Librarian

**CLASSIFICATION:** Librarian

**STATUS:** Non-Exempt

**REPORTS TO:** Head of Youth Services

**JOB SUMMARY:** Responsible for planning and overseeing programming for young adults and children 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:**

- Coordinates the development and implementation by self and other youth staff of a variety of programs and activities to encourage the use of the Library by children and young adults.
- Researches, makes contact with, and negotiates with potential program presenters.
- Assesses and evaluates program effectiveness, together with keeping a record of program attendance.
- Maintains youth programming budget, keeping a record of all expenditures and documents, including contracts, check requests, tax documents, and other receipts.
- Assists patrons of all ages in the full use of the library and its digital and print resources including reference and RA service.
- Participates in collection development and maintenance.
- Participates in cataloging and processing of library materials.
- Generates publicity and display, including posting on the Library's social networking sites.
- Assists with gathering of statistical data.
- Supervises volunteers as part of youth volunteer program.
- Engages in professional development relevant to library services for young adults and children, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Library-related technology, equipment, software, and digital resources.
- Knowledge of recreational and educational needs of children and young adults.
- 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.

## **QUALIFICATIONS:**

- Master of Library and Information Science.
- Minimum two years of experience in a library, education or other youth service environment.

Reviewed: 7/2/17

Revised: 7/2/17