

OUTERBOURNE PUBLIC LIBRARY
YOUTH SERVICES PROGRAM SPECIALIST - CHILDREN
Job Description

SCOPE OF THE JOB:

1. This position reports to the Youth Services Coordinator.
2. Plans and executes programming for children from birth to age 12.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides direct service to the public by assisting patrons at the Youth Services desk in information, reference, and reader's advisory utilizing print and electronic resources.
2. Creates and presents storytimes and children's programs, including STEAM programming.
3. Promotes children's resources and programs through Library social media, including a children's newsletter.
4. Keeps children's reading list up-to-date.
5. Provides material for Youth Services link on library web page.
6. Provides outreach programming as needed to schools and child care centers.
7. Conducts tours and provides bibliographic instruction to groups and individuals both in and outside the library.
8. Under the supervision of the Youth Services coordinator, performs inventory, collection development, shelf-reading, and weeding of the collection.
9. Keeps the Youth Services work area neat and orderly.
10. Prepares displays and room decorations.
11. Prepares reading lists for children in both print and electronic formats.
12. Maintains a working knowledge of popular culture such as music, movies, authors and other interests of children.
13. Recommends goals and objectives for Youth Services Department.
14. Assists in other library departments when necessary.
15. Prepares reports for record-keeping purposes.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training seminars as required.
2. Meets the requirements of 6 Continuing Education credits every two years.
3. Performs other job-related duties as required.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week. Some evenings and Saturdays required on a flexible schedule which varies from week to week.
2. Workspace is shared with other departmental staff.
3. Works in an environment with considerable public and staff contact, and often a higher noise level than other areas of the Library.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey, and present information, explain procedures, and follow instructions.