

## **Burnham Library**

### **YOUTH SERVICES PROGRAMMER**

Under the general supervision of the Assistant Library Director, the Youth Services Programmer creates a calendar of programs for children and parents, contacts potential program presenters, evaluates and schedules programs, and performs youth outreach services. Responsibilities and duties are varied and may also include the circulation of library materials and assisting patrons in using the Library facilities, resources and services as well as other duties deemed appropriate by the Library Director or Assistant Director/Junior Library Manager. The Youth Services Programmer responds to the needs and desires of the community. Such person must have excellent customer service and interpersonal skills, a working knowledge of library principles and practices as well as office and technology skills.

**Duties include, but are not limited to the following:**

#### **Programming and Community Outreach**

- Plans and implements Junior Library programs which may include grade school age, preschool age, programs for parents as well as summer reading program.
- Assists Assistant Director/JLM in ordering of program-related materials and supplies.
- Assists in marketing and advertising Junior Library programs which may include outreach, promotional materials and social media as well as emailing of program reminders.
- Works with Bridgewater Recreation, Region 12 schools, and ACE to offer cooperative programming, as time allows.

#### **Information Services**

- Learning and navigating Burnham Library's computer-based integrated library system (ILS).
- Assisting library users in locating materials.
- Readers Advisory
- Staffing Junior Library Circulation Desk.
- Charging and discharging library materials.
- Helping patrons to access downloadable content from Hoopla and RBdigital.
- Helping users with technology needs.
- Assisting users with library equipment – copiers, printers, fax machines, and etc.
- Interpreting and applying circulation policies and procedures.
- Awareness and promotion of library products, programs and events.

#### **Job Specifications:**

- College degree and familiarity with library technology preferred. Experience working with children required.
- Library skills sufficient to accomplish the duties listed above or ability to learn those skills in particular.
- Computer skills sufficient to perform the functions of the online catalog and circulation modules of the Library's computer-based integrated library system (ILS).

- Ability to use Microsoft Office Suite efficiently and learn other software as required.
- Knowledge of children's literature appreciated.
- Ability to work independently with minimal supervision.

Hours:

8-10 hours per week

Hours include (but are not limited to) 1 – 2 weekdays; ability to work substitute or additional hours during the week or Saturdays. Flexibility desired.