

Burnham Library

YOUTH SERVICES PROGRAMMER

Under the general supervision of the Assistant Library Director/Youth Services Manager, 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 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/Youth Services 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, strong technology skills and experience with social media.

General Statement of Duties:

Plans, organizes, and supervises library youth programs. Performs professional library services in assisting library patrons in the selection and use of library materials.

Programming and Community Outreach

- Develops and conducts youth programs (birth – grade school/middle school) and encourages use of library facilities and materials.
- Plans and organizes work according to season of year, special events and library schedule.
- Assists Assistant Director/YSM in ordering of program-related materials and supplies.
- Develops marketing materials to publicize youth programs and services. This may include outreach, promotional materials, social media, and email reminders.
- Works with Bridgewater Recreation, Region 12 schools, and ACE to offer cooperative programming, as time allows.
- Arranges book displays and prepares reading lists.
- Report statistical information pertaining to Youth Services.

Information Services

- Navigates Burnham Library's computer-based integrated library system (ILS).
- Assists library users in locating materials.
- Provides circulation and reference assistance to children and caregivers.
- Staffs SBYLC circulation desk and perform clerical duties.
- Assists patrons in accessing downloadable content from our digital services providers.
- Responds to patron requests for technology support and promote digital literacy.
- Assists users with library equipment – copiers, printers, fax machines, and etc.
- Interprets and applies circulation policies and procedures.
- Promotes of library product, programs, services and events.

Supervision Exercised: Assigns work to staff or volunteers within the department.

Job Specifications:

- College degree and experience working with children required.
- Excellent organization skills and ability to multi-task.
- Strong technology skills and experience with social media.
- Excellent customer services skills.
- Knowledge of library principles and practices preferred.
- Must be computer proficient with the ability to learn software programs specific to the job.
- Knowledge of children's literature appreciated.
- Ability to work independently with minimal supervision and in a team.
- Ability to supervise staff.
- Ability to develop and implement library programs.
- Full COVID-19 vaccination required.

Hours:

21 hours per week. Hours Wednesday - Friday 10:00 – 5:00 and one Saturday a month; flexibility desired.

Burnham Library, Bridgewater CT

Youth Services Programmer, PT - The Burnham Library in Bridgewater, CT seeks an enthusiastic and tech-savvy individual to join our team. The ideal candidate will plan and implement engaging programming for youth of all ages, coordinate outreach, develop marketing for youth programs and services as well as provide services to patrons at all service points.

College degree and experience working with children required. Library background and knowledge of children's literature appreciated.

Starting salary: \$18.50/hr. This part-time position is 21 hours per week Wednesday – Friday from 10:00 – 5:00 and one Saturday per month from 9:00 – 1:00. Full job description available at www.burnhamlibrary.org. Interested applicants email resume and cover letter to the Library Director, jkallay@burnhamlibrary.org. Deadline for submission is February 4 at 5:00 pm.