

**Paul Sawyer Public Library**  
**Job Description**

**Job Title:** Youth Services Programmer

**Summary:** part-time position (23 hours per week). Under limited supervision with Youth Services Manager to ensure quality programming and public services for a variety of targeted audiences.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Designs and implements developmentally appropriate programs and events for children, childcare staff and teachers.
- Presents programs and coordinates events.
- Promotes the library and library events to patrons, groups and the community.
- Provides public services.
- Assesses information needs and develops services to meet those needs.
- Assesses community needs and designs events and services to meet those needs.
- Assists patrons in selecting materials and using the library remotely and on-site.
- Identifies sites to serve targeted populations.
- Provides direct library services to community members.
- Represents the library at community events.
- Helps to maintain collections within the Youth Services department by shelving, shelf-reading, etc.
- Other duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of practices, procedures, techniques, material and technology used in professional library service, including general reference, classification, circulation, collection development and adult library services.
- Knowledge of contemporary children's literature and literacy best-practices.
- Knowledge of child development with a focus on early childhood.
- Knowledge of interdisciplinary education for early childhood.
- Knowledge of library databases, digital collections and services.
- Knowledge of developmental assessments used in early childhood care and education.
- Knowledge of early childhood care and education standards in Kentucky.
- Extensive knowledge of Franklin County community, especially organizations serving children and their families.
- Ability to navigate the internet and other online tools, including various social media platforms.
- Ability to solve practical problems without supervisor intervention.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult or emotional customer situations, responding to customer needs and requests for service and assistance.
- Maintains high quality customer service skills.
- Ability to organize own work, set priorities and meet deadlines. May be required to adjust schedule to work community events as well as occasional unscheduled days, evenings or weekends depending on staffing levels.
- Ability to deal with people tactfully and effectively, establish and maintain effective working relations, and provide excellent customer service to all library patrons.

- Ability to contribute to a positive team spirit.
- Ability to develop a project from inception to implementation on time and on budget.
- Ability to balance team and individual responsibilities.
- Ability to respond objectively and with openness to the ideas of others.
- Ability to treat others with respect and consideration, regardless of status or position.
- Ability to design and present developmentally appropriate programs.
- Must follow through on commitments.
- Must be flexible and able to handle frequent interruptions.
- Must have a genuine caring and respect for children.

### **Work Schedule**

The schedule for this position will be based on the needs of the department. It will include at least one evening per week and a weekend rotation, every fourth week.

### **Education and/or Experience**

Minimum of 2 years of college, bachelor's degree in applicable field preferred; experience working with children is required.

### **Certificates, Licenses, Registrations**

Current Kentucky Driver's License with clean driving record.

### **Language Skills**

Ability to read, analyze, and interpret most documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to use and interpret decimal numbers.

### **Computer Skills**

To perform this job successfully, an individual must have knowledge of library databases, electronic services and digital collections, be proficient using Microsoft Office (with particular proficiency for Word, Publisher, and PowerPoint), social media, and the general internet.

Salary: \$15.00/hour. 23 hour work week.

### **Physical Demands/Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate. May need to work in loud, crowded, fast-paced environments, both indoor and outdoor.