



## **Fox River Grove Memorial Library Job Description**

### **YOUTH SERVICES PROGRAMMER (24 HOURS PER WEEK)**

The Youth Services Programmer plans and executes programming for youth (patrons under age 14) within budget and schedule constraints under supervision of the Youth Services Manager. This position also assists with the smooth operation of the Youth Services department. Must be available days, evenings, and Saturdays. This is a part-time, non-exempt, 24-hour-per-week position. Benefits include paid time off and IMRF participation. The Youth Services Programmer reports to the Youth Services Manager.

#### **ESSENTIAL JOB FUNCTIONS**

- Researches, plans, coordinates, schedules presenters for, and moderates Youth Services programs, including but not limited to annual Summer Reading Club, family programs, STEAM and literature series programs, and other events for various ages
- Manages passive programs, including take and make kits, 1,000 Books Before Kindergarten, Brag Tags, etc.
- Works closely with Youth Services Assistant Programmer to complement, support, or sub as needed for assigned programs
- For all programs: creates or obtains class plans (including outside curriculum and resources as needed), budgets within guidelines from and submits supply lists to the Youth Services Manager, assists with staff scheduling for programs and updates shared calendars with program dates, submits check requests to the Library Director, makes reminder calls to registered patrons, and collects and reports statistics to the Youth Services Manager (in-person, asynchronous, virtual, and passive programs)
- Participates in program reporting and tracking, including creating bimonthly registration spreadsheets and updating program analysis and community partners documents monthly for assigned programs
- Assists with creating monthly Youth Services Board Report as assigned
- Submits appropriate events to local Chamber of Commerce and other promotional partners
- Solicits prize donations for Summer Reading Club and coordinates pick-up or drop-off
- Creates promotional graphics and materials and participates in Library marketing on social media, website, and other formats, as assigned
- Performs community outreach to local organizations, including YMCA and area schools
- Fulfills all opening and closing procedures
- Works Youth Services circulation desk and all related duties, including troubleshooting for patrons, shelving materials, and requesting and handling interlibrary loans
- Answers directional, general reference, and readers' advisory questions from patrons
- Assists patrons in the use of library-provided technology and online resources
- Attends and participates in all staff meetings
- Attends educational workshops and additional trainings when possible
- Completes collection development duties as assigned (recommending purchases, weeding, withdrawing)

- Assists with collection material repairs
- Other duties as assigned

### **ESSENTIAL QUALIFICATIONS**

- Education: Completion of some college or university courses preferred
- Experience: 1-3 years' library experience preferred
- Skills: Responsive to text and email. Able to pass a background check. Microsoft Office, email, and familiarity with web-based searching and applications are required. Understand the library's role in the community. Able to work with the public, particularly being comfortable interacting with children and caretakers. Demonstrates an understanding of the importance of teamwork in a small library. Able to multitask. Willing to learn new things. Organizational skills are a must.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to remain in a stationary position for periods of time; move about inside the facility; and constantly operate a computer and other office machinery, such as a phone, a cash register, a copy machine, and printers. The employee is regularly required to communicate information and ideas so others will understand and must be able to exchange accurate information in these situations. The employee must have the ability to observe details at close and far range. The employee must regularly retrieve from and replace items on high and low shelves. The employee must regularly set up and take down tables, chairs, and other furniture for library programs. The employee must occasionally move boxes weighing up to 25 pounds and/or push carts weighing up to 50 pounds.