CHILDREN & YOUTH SERVICES EDUCATOR

POSITION DESCRIPTION

Responsible for all Youth and Children’s services programming and activities. This includes working with the Executive Director in the development of budgets for those events as well as the annual summer reading programs. Coordinates home-schooling services. Maintains statistics and assessment of children and youth programs and services. This position reports directly to the Employee and Community Relations staff.

SPECIFIC DUTIES

- Works closely with the Executive Director in planning all children and youth programs.
- Plans and provides in-person programming for pre-K through 12th grade patrons. This includes pre-K and after-school and special programming.
- Plans and provides online/virtual activities for children on social media (i.e. YouTube®, etc.)
- Plans and conducts preschool story hour and preschool learning hour on a weekly basis.
- Plans and conducts off-site programming in the community.
- Plans for and requests ordering of supplies and other items as needed for children’s programming.
- Assists Executive Director with planning and implementing of summer reading program.
- Communicates with home schoolers, teachers, students, parents and community members to help improve library services.
- Compiles statistics on attendance of all children’s programs throughout the year.
- Assesses impact and success of children and youth programing
- Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader’s advisory.
- Organizes and gives tours of the library and its services to school groups, etc.
- Staffs the public services desks as needed.
- Attends training, workshops, conferences and other continuing education.
- Additional duties as assigned.
QUALIFICATIONS

● Bachelor’s Degree or equivalent, Masters degree preferred
● Commitment to customer-centered, quality public library service
● Supervisory experience preferred
● Spanish-speaking skill desired
● Excellent oral, written and presentation skills
● Instructional or training knowledge and experience

WORK CONDITIONS

● Part time position, evening and weekend work required
● Salary commensurate with education and experience