



# Branch Children's Programmer Job Description

**Summary:** The Branch Children's Programmer, under supervision of the Branch Manager and Youth Services Manager, is responsible for special programming, reader's advisory, collection development, and entertainment for children at the Mabel Boswell Memorial Library in Bryant, AR. This is a full-time, 40 hours per week position.

**Qualifications:** Master's Degree in Library Science; experience working with children in a public library setting preferred. This position requires you to be outgoing, energetic, creative, self-motivated, and committed to providing quality children's programming in a public library setting.

## **Required Knowledge, Skills, and Abilities:**

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music; expert level knowledge in children's materials
- Must like working with people and be able to cooperate with other staff
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Knowledge of professional library principles and practices
- Able to work a flexible schedule, including nights (until 8:00 p.m.) and Saturdays
- Expertise in library's resources, services, classification system, policies, and procedures
- A fun personality that engages and entertains children
- Ability to sing, speak in different voices, puppeteer, and speak to a variety of different levels of comprehension

## **Responsibilities:**

- Assists patrons in locating materials and provides reader's advisory assistance
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct, while maintaining a good relationship with youth visitors
- Children's Collection Development for branch
- Plans and executes special programs for children including promotion, supply ordering, setup, execution, and cleaning
- Maintains a neat, fun, inviting, and safe children's space by creating displays, hanging decorations, and implementing new design ideas
- Assists with branch teen activities and adult programs as needed
- Plans and conducts outreach visits to schools and other community organizations
- Responsible for planning and executing children's field trips to the library
- Prepares and conducts story times