

Burlington (CT) Public Library
Children's Programmer
Job Description

General Statement of Duties:

Under the general supervision of the Assistant Library Director the programmer creates a calendar of programs for children and parents, contacts potential program presenters, evaluates potential programs, and schedules programs. He or she responds to the needs and desires of the community in library program offerings, coordinates with the Youth Services Librarian to offer the best programs possible for the community.

Supervision Received: works under the supervision of the Assistant Library Director.

Hours of work: 37.5 hours per week.

Principal Responsibilities and Duties:

Plans and implements children's programs, programs for parents, and summer reading program

Advises appropriate library personnel of upcoming programs for posting on the library's website, various newspaper and E*Newsletter publicity, registration forms, et al.

Attends the various library programs, including the introduction of speakers to audience.

Uses the material collection to plan and prepare story hour programs and other programs.

Works the circulation desk in conjunction with other staff members; works one night a week, more if needed, and Saturdays in rotation with other staff members.

Offers readers advisory for children and parents; assists adults as knowledge permits.

Works with Parks & Recreation, area nursery schools or Region 10 school system to offer cooperative programming, as time allows.

Helps with shelving in Children's Room and keeps Children's Room and craft areas organized, clean, and neat in appearance.

Performs other related duties as assigned.

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.

Routinely required to write, talk or hear, including oral communication via normal telephone connections and well as in person.

The employee must routinely lift and /or move items up to 10 pounds, occasionally lift and/or move up to 25 pounds and have the ability to push book trucks with up to 150 pounds of materials. It is essential to be able to stand at the circulation desk for long periods of time. Have the ability to operate a keyboard. Able to safely climb or balance, stoop, kneel, crouch, and reach high & low shelves.

LICENSE:

A current driver's license for occasional driving to training programs or meetings.

Minimum Qualifications:

Holds a Bachelor's degree from an accredited university or college. Experience with children's literature and programming for various ages a plus. Exhibits a proven ability to deal with the public, organize tasks, and deal with the unexpected.

Knowledge of computers and Microsoft office (Word, PowerPoint, Excel, and Publisher)

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.