

Youth Services Programmer

Last updated: September 2024

Department:	Reports to:	Pay Grade:
Youth & Teen Services	Youth & Teen Services Manager	23
Schedule:	Supervises:	Classification:
15-27 hours per week. Scheduling may require availability during any Library operating hours, including days, evenings and weekends, and occasionally when the Library is closed. Flexibility is required as need arises.	N/A	Part-Time Non-Exempt

Requirements for All Employees:

- Ability to communicate clearly.
- Assist in promoting a safe working environment.
- Provide courteous and friendly service to patrons and staff.
- Assist in providing a welcoming and inclusive environment for both staff and patrons.
- Observe opening and closing procedures as required.
- Evening and weekend hours may be required.

Qualifications:

- Bachelor's degree, LTA certificate/certification, or equivalent in experience.

Knowledge, Skills, and Abilities:

- Ability to identify and translate the needs and interests of patrons into effective library services and programs.
- Ability to learn circulation procedures.
- Ability to locate items in alphabetical order and using the Dewey Decimal System.
- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Ability to relate to library patrons of diverse ages and abilities in a positive, patient, and effective manner.
- Ability to see projects through to fruition.
- Ability to work independently and as a member of a team.
- Ability to work pleasantly and effectively with the public and staff.
- Demonstrates excellent presentation skills.
- Knowledge of early literacy principles and the ability to incorporate them into programming as appropriate.

- Knowledge of and interest in children's literature.
- Knowledge of and interest in library procedures.
- Knowledge of and interest in STEAM.
- Knowledge of reference and research procedures, materials, and current technology.
- Proficiency in Microsoft Office and Google Suite.

Duties and Responsibilities:

Customer Service:

- Staff service points as assigned.
- Provide patron account assistance, including the collection of fees.
- Check materials in and out of the library.
- Accept applications for library cards.
- Answer and direct incoming telephone calls.
- Provide directional information to patrons.
- Provide reliable and accurate reference and readers' advisory assistance to patrons in person, on the telephone, or electronically.
- Participate in the Book-an-Expert service as needed.
- Provide database and eResource instruction to patrons.
- Accept passport applications according to guidelines set by the Department of State.

Continuing Education:

- Keeps informed of current information and trends at the local and regional library level. Participates in professional development activities relating to areas of responsibility.
- Read professional literature, attend meetings/webinars, and workshops.

Programming:

- Develop, plan and execute engaging programs for children and families.

Other:

- Familiar with library policies and procedures and able to make decisions in accordance with them.
- Act as Person-in-Charge as assigned.
- Assist with training as needed.
- Observe opening and closing procedures as required.
- Accept and assist with Friends of the Cary Area Library (FOCAL) donations.
- Assist with duties of the Youth and Teen Services Manager.
- Perform related duties as required and assigned.

Physical Requirements:

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 different abilities to perform essential functions.

- Essential and marginal functions may require maintaining a stationary position as well as movement in the office to access file cabinets, equipment, etc.
- The ability to position self to maintain files in file cabinets.
- Occasionally move boxes weighing up to 50 pounds.

- Occasionally move or transport a cart up to 100 pounds.
- Continually operates a computer and other office productivity equipment such as a copy/fax machine and printer.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close or distant ranges.

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 different abilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

Disclaimer:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Youth and Teen Services Manager to assign, direct, and control the work of the Youth Services Programmer.