

**35 hours per week**

**Hours over 35 must be approved by the director.**

**Pay Range:** \$19-\$21/ hour

**Reports to:** Assistant Director

### **General Description**

This position plans, develops, organizes, and implements programs, activities, and materials for birth through sixth grade library users.

### **Essential Roles and Responsibilities**

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Meets with Program Team regularly to discuss and plan upcoming programming and services.
- Plans, develops, and implements a minimum of one birth-Pre-K story time program per week, with additional sessions added if attendance dictates.
- Plans, develops, and implements a minimum of one program for grades K-2 per week.
- Plans, develops, and implements a minimum of one program for grades 3-6 per week.
- Assists in planning for, preparing, and leading community outreach programming that includes children birth through 6<sup>th</sup> grade, including (but not limited to) Tyrtle Beach, SKSK, Community Baby Shower, and Spirit of Christmas.
- Assists in planning for, preparing, and leading special programming that includes children birth through 6<sup>th</sup> grade, including (but not limited to) Super Saturdays, Halloween Party, and Holiday Open House.
- Assists in planning for, preparing, and leading the Summer Reading Program (June through August).
- Maintains and manages 1000 Books Before Kindergarten, New Card, and Kindergarten Orientation Programs.
- Maintains Creation Station supplies and tidiness.
- Assesses need for programming supplies and places orders.
- Collaborates with Program Team and outreach intern regarding promotion, including use of print and social media, signage, and displays.
- Compiles birth through sixth grade programming and Creation Station statistics and gives these to the Library Director monthly.
- Maintains files of contacts and programming for future reference and creates documentation of work tasks for cross-training purposes.
- Maintains picture book and easy reader collections, including weeding and placing orders.
- Maintains cleanliness, tidiness, and organization of early childhood toys and play area.
- Maintains tidiness and organization of juvenile collections/shelving and areas, including displays, signage, seating areas, etc. as well as in storage, filing, and working areas.
- Attends continuing education workshops and informational meetings related to the position.
- Finds and assists with grants for Early Literacy programs as needed.
- Assists and supervises Programming Assistant in planning and implementing outreach story times.
- Is subject to working evenings and weekends as needed.
- Assists with Maker Space organization and use, under leadership of Adult/Teen Programming Coordinator

- Assists with volunteer management as needed, in relation to planning an executing programs

**Knowledge, Skills, and Abilities**

- Enthusiasm for working with children and their adults.
- Good communication skills, both in person and through writing, as well as ability to understand and follow written and oral instructions.
- Ability to work as a member of a team and communicate courteously with patrons and staff members.
- Ability to maintain patron confidentiality and follow policy and procedure.
- Considerable ability to pay attention to detail, prioritize tasks, organize information, and manage deadlines.
- Ability to be flexible and effective under changing work priorities and with frequent interruptions.
- Ability to develop and execute interactive programming and activities, including those that center on literacy.
- Ability to work effectively with library patrons, employees and the general public.
- Ability to work without close supervision.
- Ability to lift 25 pounds.
- Commitment to ongoing professional development.
- Ability to stay current with emerging technologies and their applications in library services.
- Willingness to embrace change and innovative approaches to library services.
- Ability to utilize common office technology, including email, time clock systems, and other digital tools.

**Qualifications**

- High school diploma or equivalent. Completion of two or four-year college degree – particularly in education or childhood development - preferred.
- Previous library experience strongly preferred.
- Experience working with children/families.
- Demonstrated knowledge of youth literature, storytelling, youth library programming trends, and literacy issues.
- Computer and technology proficiency, including but not limited to word processing skills, social media, Google Drive tools (docs, sheets, calendar, etc.), comfort with remote meeting platforms (ex: Zoom), and basic technology troubleshooting.

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Employee Signature

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Date

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Director Signature

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Date