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| Job title | <i>Public Services - Children's Services and Programming</i> <i>Date approved: May 3, 2014</i> |
| Reports to | <i>Chief Librarian and Public Services Supervisor</i> <i>Last date reviewed: May 3, 2014</i> |

Job purpose

Primary function: Provide services, programs and collections for children and teens. **Secondary function:** Recognizing the need for team work in a small library setting – this position will provide circulation and information services to all library members as needed.

Examples of duties and responsibilities

- Plan, promote and deliver children's programs with emphasis on preschool story time and the summer reading programs, including supervising Summer Student.
- Develop and maintain children's materials and resources.
- Plan special events for children, e.g. author visits, library week etc.
- Travel to neighbouring communities to provide preschool outreach programs.
- Partner with other community groups and organizations that provide appropriate resources and services.
- Develop promotional aids such as posters, brochures, bookmarks.
- Publicize events and activities through various media outlets.
- Supervise students or volunteers assisting with children's programming.
- Provide circulation and information assistance to all library members.

Qualifications

Minimum of Community Librarian Training Program Certificate and/or equivalent work experience; three years of experience in public library work, including two years in a children's area or school library; or any equivalent combination of experience and training.

Required Skills

- Excellent knowledge of children's books and current awareness of children's publishing trends.
- The ability to problem-solve and work independently.
- Experience working with first nations is highly desirable.
- Excellent organizational skills; detail-oriented.
- Ability to communicate with the public effectively and work harmoniously with all staff.
- Dedication to providing excellent customer service to a diverse community.

Working Conditions / Physical Requirements

- Some evenings and weekends.
- Some heavy lifting required.
- Must have own transportation.