|  |  |
| --- | --- |
| **Job title** | *Youth Programming Librarian (Librarian I/II)* |
| **Reports to** |  |

**Job Function**

Under the direction of the Head of Youth Programming, the Youth Programming Librarian is responsible for planning and implementation of programming and services for youth in kindergarten to 12th grade consistent with the mission, the strategic imperatives of the Library and the diverse needs of the community. All planning related to youth programming, services, and resource creation will closely follow Strategic Goals for serving children and teens in Orleans Parish, strive to involve new and innovative ways, and seek input from youth, when possible. The Youth Programming Librarian will need a team-oriented view and will work with the other programming librarians, the Outreach Librarian and others to coordinate services to best serve youth patrons.

**Duties and Responsibilities**

* Plans and implements programs and presentations for children and teens in library locations and out in community aligning with NOPL’s SMART Goals and having a system-wide focus;
* Aids in recording, compiling, analyzing, and reporting statistics of programming for children and teens;
* Connects with schools, school-aged children and other youth that might not have access to library services, which could include offering information literacy or other library-centric programming in schools;
* Contributes to developing curated collections to be used at schools in alignment with NOPL’s SMART Goals;
* Helps with large scale system-wide programs including the Library’s Summer Fun/summer reading program;
* As part of outreach efforts may present programs in a variety of venues including schools, businesses, festivals, etc. as well as conduct off-site library card registration or provide library materials to designated facilities and locations, which could include driving the library van;
* Assists with fulfilling goals and achieving benchmarks in accordance with SMART Goals and Library priorities, as well as have youth feedback and input along the way, when possible;
* Be knowledgeable about youth literature, able to provide reader’s advisory, and promote children and teen materials, resources, and services.
* Keeps informed of technological and professional trends and pursues a commitment to professional development and growth;
* Stays informed about NOPL services and activities;
* Other duties as assigned.

**Minimum Qualifications**

* MLIS degree
* Must hold a valid Louisiana Driver’s License
* Must be able to work nights and weekends
* Previous public library and customer service experience

**Preferred Qualifications**

* Previous experience planning and providing programming and/or services for youth

**Knowledge, Skills & Abilities**

* Ability to get along with customers and colleagues;
* Self-motivated worker with outstanding human relations, communication skills, and a positive attitude towards public service work;
* Ability to set priorities and manage multiple priorities as well as schedule own time and that of others;
* Advanced knowledge of Polaris and Library databases upon training;
* General knowledge of technology trends including mobile devices and social media;
* Ability to plan, initiate, develop, and evaluate special library programs and services;
* Ability to assess, organize, and resolve issues and to explain complex procedures to staff with patience, thoroughness, and reinforcement;
* Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
* Ability to communicate effectively and professionally with staff and public;
* Ability to work independently in the absence of supervision;
* Knowledge of computer applications including Microsoft Office.

**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. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
* Tasks involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

**Kind of Examination**

* Candidate must qualify for the City of New Orleans Librarian I or II register

**Direct reports**

Not applicable.

To apply, email rmatthews@nolalibrary.org