



## **Children's Program Coordinator Position Description**

**Position Title:** Children's Program Coordinator (Part-Time)

**Hours:** Flexible, 15-25 hours per week.

**Reports To:** Library Director; all staff ultimately report to the Library Board of Trustees.

**Rate of Pay:** \$10-12 per hour, dependent upon experience.

### **Purpose of the Position:**

The Womelsdorf Community Library seeks a creative, dynamic professional with a commitment to service, who enjoys working with children of all ages. The Children's Program Coordinator provides comprehensive library services for children from birth through teen years, parents, caregivers, and the community organizations serving them. Creating, organizing, advertising and running children's programs, such as story times, outreach to Little Village Daycare and other daycare services, including local school districts, and creative programming such as Summer Quest (summer learning program) are the primary duties of this position.

### **Essential Duties and Responsibilities:**

1. Develop, promote and present age-appropriate, literacy-based, educational story times and event programming including Summer Quest (summer learning program).
2. Create youth-friendly displays and bulletin boards, and help to design promotional materials.
3. Update social media sites with promotional materials.
4. Provide outreach programs to children's groups, which may include schools, daycares such as Little Village Daycare, and other community groups.
5. Ensure timely and accurate communications regarding children's programming matters to staff members.
6. Attend the monthly Berks County Public Libraries Youth Services meeting, and other meetings that may be required or recommended by Berks County Library Systems.
7. Support circulation staff as needed with tasks such as shelving, straightening, checking in and checking out items, handling patron requests and answering.
8. Guide and supervise any volunteer who is volunteering in support of youth services.
9. Performs other duties as requested by the Director, as required to meet library needs.
10. Creates and promotes STEAM programming for all age groups.
11. Creates and promotes virtual programming, as needed.



**Educational/Experience Requirements:**

High school diploma or GED required; experience working with children required; Bachelors in education, library or childcare related field preferred, but will consider all qualified applicants. Must have experience planning and conducting programs for children and/or teens. Must maintain a strong commitment to customer service. Should demonstrate competence in Microsoft Office programs such as Word.

**Physical Demands:**

Employee is frequently required to lift, push, and/or move objects that may be up to 30 pounds.

Employee may occasionally be required to stoop, crouch, reach, or balance on a low stool.

**Additional Employment Criteria:**

Employee should have some degree of scheduling flexibility, to coordinate programs with times that best fit the needs of our patrons, which can change seasonally. Must be available evenings and weekends.

Employee will be required to pass necessary clearances as required by State Law. If these clearances are not already available for the employee in question, the Library will pay fees to obtain these clearances.

Employee must maintain communication with staff regarding programs and events, and keep the staff informed of youth services information as provided by the Berks County Library System at regularly scheduled meetings.

Employee may be asked to fulfill additional duties assigned by the Library Director and/or Library Board of Trustees as needed.

**Resumes will be accepted until the position is filled. Please submit all available clearances and resumes to [womelsdorfcl@berks.lib.pa.us](mailto:womelsdorfcl@berks.lib.pa.us)**