

<b>Job Title</b>	Youth Programs and Outreach Librarian	
<b>Reports to</b>	Director of Library Services	<b>Grade 2</b>

**Job Purpose**

The Youth Programs and Outreach Librarian plans and executes all library programs for children and young adults, frequently collaborating with our community partners and KHL programs and events staff. They maintain existing successful outreach services, with an eye to new ideas and best practices. They work most of their hours on the Children’s circulation desk, but are scheduled for specific times off the desk to complete their other work. As part of their regular responsibilities, they open and close the Library, perform daily duties of the circulation desks, offer reference and readers advisory and are expected to have a thorough knowledge of all Library services. They must work well under pressure, performing multiple tasks efficiently.

**Qualifications**

Bachelor’s Degree and relevant experience preferred, or an equivalent combination of education and experience. Proficient technology skills, including Microsoft Office programs. Excellent organizational and communication skills. Ability to work independently or as part of a team. All Library staff must remain professional, fair and respectful in all of their interactions at the Library. Mission focus, a collaborative nature and strong technology skills are also crucial at the KHL. All Library employees must follow Library policies, including strictly adhering to patron and donor privacy and confidentiality.

**Duties and Responsibilities**

- Regularly works on a circulation desk and can perform all circulation desk duties with ease. Provides emergency coverage during their normal hours.
- Plans, organizes and presents weekly story times, camps, after-school activities, clubs, the Summer Reading Program, and other regularly scheduled or one-time events for babies through teens. Attends or coordinates library participation in key youth events in our member communities.
- Regularly connects with schools, daycares and community partners for collaborative programs and outreach.
- Evaluates programs and outreach; demonstrates holistic understanding of the work and generates innovative ideas and initiatives.
- Recruits, trains and assists volunteers involved in youth programs or outreach.
- Selects, or assists volunteers in selecting, materials for outreach to daycares and schools.
- Completes monthly children’s programming and outreach statistics.
- Contributes to the grant writing process in support of library programs.
- Coordinates with relevant staff for program marketing.