

## JOB DESCRIPTION

Title:		Reports to:
<b>Children's Program Coordinator</b>		Head of Children's Services
No. of Direct Reports:	Direct Report Titles:	Revision Date:
0		January 2023

### POSITION SUMMARY:

Under the supervision of the Head of Children's Services, the Children's Program Coordinator oversees all programs in the Children's Department. The position is responsible for planning, executing, and evaluating programs for children and provides support to clerks, assistants, and summer students who provide children's programs.

### SPECIFIC ACCOUNTABILITIES:

1. Develops and delivers library programs to serve the needs of children and families under the direction of GPPL's Plan of Service.
  - Creates, plans, promotes, and executes library programs that appeal to children ages 0 to 12.
  - Provides information services to children and teachers through school visits, in-library tours, and outreach.
  - Obtains feedback through community consultation and needs assessments, in order to review and improve programs.
  - Oversees all programs, tours, and outreach for the Children's Department.
  - Develops programming partnerships with community organizations to promote the Children's Department.
2. Provides customer service at the Children's Information Desk.
  - Has knowledge of the library's services, programs, online resources, catalogue, and website.
  - Assists in using public access computers.
  - Provides reference and reader's advisory services, using knowledge of children's literature and resources.
  - Refers questions to the department head or other departments as required.
3. May perform other miscellaneous responsibilities such as:
  - Is responsible for the Children's Summer Reading Game, including the kick-off party, hiring, and supervising the summer student.
  - Participates in Library-wide initiatives and committees.
  - Creates content for the Library's website and social media as needed.
  - Acts as weekend Library Supervisor as scheduled.

**KNOWLEDGE/EXPERIENCE:**

- Excellent interpersonal and customer service skills.
- Library or related experience, including experience running programs, is an asset.
- Strong knowledge of children's literature and materials.
- Library technician diploma is considered an asset.
- Competency with Microsoft Office programs.
- Highly organized and attentive to detail in a multi-tasking environment.
- Strong communication skills, both written and verbal.