



JOB POSTING: Children's Program Specialist

Hourly Rate: Starting at \$18.75-20.75/hr - in January, \$21-23/hr (based on degree)

Schedule: Monday, Wednesday, Thursday, 9-3 p.m.; Tuesday 9:30-5:30; Occasional Saturdays

Benefits: Vacation, Holiday, and Sick Pay as per the ODPL Employee Handbook

Position Posted Until Filled

About the Position

Otsego District Library is seeking a fun, engaging, and creative Children's Program Specialist to inspire a love of reading and learning in our youngest patrons. This person will lead Storytimes, plan Summer Reading Program, and other core library youth programs, design imaginative programs, create book displays, and create a welcoming, high-energy environment that makes the library a favorite place for kids and families. This position also performs all the regular library clerk duties in addition to Youth Services.

If you are friendly, outgoing, and passionate about helping children learn and grow through play, books, and community, we'd love to meet you! Being able to multi-task and having the ability to stay patient, cheerful, and composed in high energy situations is necessary also. This is a community-minded position that requires enthusiasm and drive, with a passion for creating a fun environment that helps grow attendance and engagement at ODPL Children's Programs.

Primary Responsibilities

- Plan, promote, and present a wide range of children's programs (including Storytimes, Tiny Tots, Music and Movement, Construct and Create, crafts, Summer Reading Program, and programs during school breaks, and family events)
- Create engaging displays and reading lists that highlight the children's collection
- Assist families and children in locating materials and using library services
- Build strong relationships with caregivers, schools, and community partners. Visit schools and host classrooms to promote Summer Reading Program
- Collaborate with the library's leadership team on program development and outreach
- Apply for grants and donations to supplement program budget
- Maintain and organize program supplies and children's areas
- Plans programs in advance of annual newsletter in a timely fashion
- Assist with circulation, working the circulation desk, shelving, and general library duties



Skills and Qualifications

- High school diploma or equivalent required; some college or coursework in education, child development, or library science preferred
- Previous experience working with children in an educational, recreational, or library setting highly desirable
- Must be creative, energetic, friendly, and comfortable leading groups of children. Comfort with public speaking, singing, and leading groups is a must.
- Strong communication, organization, and time management skills
- Ability to work independently while also being a collaborative team player
- Basic computer literacy (Microsoft Office, email, internet navigation, etc.)
- Ability to lift/move program supplies and materials as needed. Programming work requires nearly daily movement of tables and chairs in the program room. Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for: sitting, walking, bending, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers, laminator, and copy machine.

Work Environment

This position involves active leadership of children's programs, including singing, dancing, crafting, and setup/cleanup. A joyful, flexible attitude and sense of humor are essential.

How to Apply

Submit a single PDF Andrea Estelle, (Paper applications not accepted) Library Director at: aestelle@otsego library.org, containing:

- Cover letter, Resume
- Completed Employment Application (available on website)
- Writing Sample: Submit a 1 page idea for a special children's program and write a blurb for the library's newsletter advertising this program and what it entails.

Please note that the interview will include a 10 minute sample Storytime, prepared in advance by applicant.

Equal Opportunity Employer

The library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Recruiting and hiring practices are based solely on job-related criteria. If you require assistance or special accommodations during any part of the application process, contact the Library Director at 269-694-9690.

The library employment environment typically requires extensive computer keyboard and mouse activity, in-person, electronic and telephone communication skills. The preparation, loading and carrying or moving of materials is commonly required for all ODPL positions. Reasonable accommodations are available for individuals with disabilities.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.