

# Youth Program Manager Job Description

## Lone Cone Library

### Overview

The Youth Program Manager will coordinate, plan, market, and facilitate (or coordinate the facilitation of) the youth programs held at the Lone Cone Library. They will need to be personable, teachable, able to interact with a wide variety of personalities, and able to lead activities at the library. The Youth Program Manager will be creative, engaging, organized and responsible. This position reports directly to the Library Director/Co-Director.

### Schedule and Salary:

This position would be approximately 30-32 hours per week. MUST be able to work a flexible schedule that includes scheduled evenings and weekends. More hours may be available depending on program growth.

Starting wage is \$17 to \$22 per hour.

Benefits include:

- ❖ Emphasis on Work-Life Balance with Full time starting at 30 hours/wk
- ❖ EAP Access
- ❖ Employee Health Insurance (starting at 50% library sponsored)
- ❖ Life Insurance
- ❖ Optional: Vision, Dental, and 529 Education Account
- ❖ IRA Retirement match after 1 year of employment
- ❖ 13 Paid Holidays
- ❖ Generous Sick and Vacation time

### Education and Job Requirements:

Associate's degree or equivalent experience.

Able to pass a background check

Prior youth education experience highly preferred

### Required Skills:

- MUST enjoy working with youth 0-18 years old
- MUST be comfortable leading programs in front of people
- Experience in working with youth
- Ability to create curriculum and plan with purpose
- Comfortable with youth STEAM/STEM programming or willing to learn

- Comfortable with networking
- High level of communication skills
- Creative or willing to do research for new ideas
- General knowledge of technology and social media or willing to learn
- Organized
- Self-Starter
- Ability to self-monitor and set personal goals
- Ability to work independently and as part of a team
- Strong work ethic
- Punctuality
- Bilingual in Spanish a plus
- Prior experiential education experience preferred

**The Youth Program Manager Job Duties-Including, but not limited to:**

**Planning (45%)**

- Set dates and plan all programs for the year
- Give a description of the lesson plans to the Director/Co-Director for the Board and social media
- Work with Director/Co-Director to establish and maintain a program budget
- Planning, shopping for, and preparing snacks for all programs

**Facilitating/Event Coordinating (45%)**

- Organize and maintain program equipment, request purchasing as needed.
- Be available to work with teachers according to their schedule.
- Work with community members to find presenters & local experts for additional events and programs
- Present or teach various types of events and programs
- Be consistent, reliable and punctual with programs
- Keep track of program attendance at each event
- Provide sign-in sheets and statistical reports to the Director /Co-Director in a timely manner
- Represent Library in a positive way,
- Clean up after all programs

**Marketing (5%)**

- Post programs and help manage other room reservations
- Collaborate with the Library Services Coordinator to advertise each event with posters, word of mouth, and social media outreach
- Showcase projects in display cases
- Do community outreach, including tables at local events

**Other/Administrative Duties (5%)**

- Communicate regularly with the Director/Co-Director about programs, reporting any incidents, developing budgets, and other scheduling.

- Assist in writing reports and tracking program grants and monthly stats
- Attend conferences, webinars, etc. for continuing education and knowledge
- Be available to cover the Circulation Desk when requested
- Perform other duties and tasks as assigned

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to only describe the general nature of the job.

### **Current Existing Programs**

The Children's Program Manager is required to deliver or to coordinate the delivery of (at a minimum) these existing programs:

- a. STEAM (After school on Tuesdays 3:45-5:30pm)
- b. Youth Library Club STEAM (Friday afternoon 12:30-1:30pm)
- c. Outreach Storytimes (4) (Thursdays at the school/Primetime 8am-noon)
- d. Storytime at the Library for children 0 to 5 years old with activities and crafts (Fridays 10:30-11:30am)
- e. Summer Reading Program (June and July)
- f. Dungeons and Dragons (2 sessions: Tuesdays 5:30-7pm)

The Youth Program Manager is also required to be prepared, on time, have good attendance, and be professional at all times.

### **Working Environment:**

Work is performed primarily in an indoor public library environment, working with staff and the general public. It is climate controlled and will include working in an area where you would interact with other staff and the general public. A significant part of the job includes interaction with people of all ages and backgrounds. The library's purpose is to provide an environment that encourages connection between our community and the services we offer.

### **Physical Activities:**

To successfully perform this job and to deal with the general public and children, the employee must be able to perceive sounds at normal speaking levels with or without correction, close visual acuity with or without correction, and have the ability to give and receive detailed information through oral communication, primarily in English. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety

of sizes and shapes throughout the library, typically not more than 20 pounds. Must be able to grasp and turn objects. Work at times includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory. 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 may be made to enable individuals with disabilities to perform the essential functions.

**Compliance/Other:**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.

As an Equal Opportunity Employer, the Lone Cone Library District does not discriminate on the basis of age, race, sex, color, religion, national origin, gender expression, gender identity, disability, or any other status protected by federal, state and/or local law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director/Co-Director at [director@loneconelibrary.org](mailto:director@loneconelibrary.org).

Are you able to work the [flexible/weekend/etc] schedule as listed above to make sure that we are able to offer a diverse schedule of programs? Yes No

Do you agree to the duties as outlined? Yes No

Do you agree to inform us of any accommodations that you need to successfully perform the listed expectations? Yes No

Is the hiring salary acceptable to you? Yes No

After reviewing this job description and the details of the position, if you feel that you can fulfill the requirements of the position, knowing that there is no way to capture all of the duties that fall on the Children's Program Manager, please sign and date below.

By signing this, you are stating that you have reviewed the job description and are agreeing to the terms of the position as outlined here. [This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.]

Employee Printed Name & Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Director/Co-Director Signature: \_\_\_\_\_