***JOB DESCRIPTION CHILDREN’S PROGRAM COORDINATOR & ACTIVITIES DIRECTOR***

*CARTHAGE PUBLIC LIBRARY*

The person holding this position should also be able to perform all of the “general duties” as listed in the circulation assistant job description, so that (s)he can take a turn working at the circulation desk and assist patrons who attend programs.

Primary Duties:

* Promote reading, family literacy, and the library throughout the community.
* Develop and maintain a cooperative relationship with the schools, preschools, daycares, Early Beginnings, PACT Headstart, and other agencies.
* Apply for grants that may be available for programming or Juvenile books. (LBSS grant for books on the statewide reading lists, IL Arts Council Grants, Tracy Family Foundation grants, grants from State Library, etc.), and follow through on grant activities, requirements, and reporting.
* Plan, publicize, and implement age-appropriate programs for children, young adults, and families to promote literacy and life-long learning. Programs must be scheduled and planned in advance to allow sufficient time for publicizing.
* Publicity and marketing includes press releases for the newspaper and radio, flyers to distribute through the schools and to hang up around town, and on-line publicity (Chamber of Commerce’s calendar of events, Library’s webpage and calendar of events, and Social Media.
* Plan and implement a Summer Reading Program with activity sessions and reading logs for all ages.
* Purchase materials, supplies, snacks, etc. needed for the programs, keeping budgetary limits in mind. Charge to library or turn in receipts for reimbursement.
* Maintain files of permission slips, parent contact information, allergy alerts, etc.
* Collect and retain statistics needed for annual report and grant projects – number of programs offered, attendance figures, new families, etc.
* Create bulletin boards, window displays, and book displays to promote library programs and reading. (Or ask other staff members to do so.)
* Register for, participate in, and promote the state-wide reading programs: Monarch, Bluestem, Rebecca Caudill, Abraham Lincoln, Read for a Lifetime. Visit classes, or invite classes to the Library, to promote with booktalks. Assist with the Rebecca Caudill Battle of the Books contest at the Middle School.
* Participate in Carthage Middle School Inklings book discussion group, and the Illini West High School book group. Work with ILLoan staff to obtain copies of the books for the students.
* Consult with the director to purchase books for the Juvenile and Young Adult collections, keeping budgetary limits in mind.
* Help to maintain order in the Easy, Juvenile, and Young Adult sections.
* Keep up-to-date on best practices for early childhood and other programs. Learn about free resources available to help with planning programs.
* Attend continuing education workshops (as approved by director) or take advantage of on-line forums, etc. to learn and share ideas with other youth services librarians.
* Keep the programming rooms tidy. Organize and maintain craft supplies. Maintain files of story hour and craft ideas, etc.
* Other duties as assigned.

**Suggested programs include, but are not limited to:**

Children’s Programs / Family Programs

Play to Learn group with Early Beginnings, for 0-3 yrs with adult (weekly except Dec.)

Preschool Story Hours (Fall, Winter, & Spring series), possibly morning and afternoon sessions.

Family Reading Night (November)

National Library Week (April)

Children’s Book Week (May)

Summer Reading Program – activities in June & July (4 sessions per week and reading logs)

SOAR - Students Offering Assistance to Readers (Sept.) & Reading Buddies (Oct.)

Children’s Holiday Parties (Halloween, Christmas, etc)

After-School or Saturday morning story hours

Evening Story and Activity programs for families

Classroom orientations & tours (1st grade) and card catalog instruction / book hunt (3rd grade) in Spring

Read to Kdg. classes each month, Read to Early PACT kids each month

Visit local child care providers & provide story time for them.

Visits classrooms to promote Monarch & Bluestem programs (fall) & follow-up with voting and prizes in Feb., Modified Battle of the Book for 4th grade students with Blue Stem books.

Family Fair (February)

Movie Days

Other activities as appropriate

Young Adult Programs – Middle School & High School

SOAR - Students Offering Assistance to Readers (Sept.) & Reading Buddies (Oct.)

Rebecca Caudill Program – read books (summer) and give booktalks to students (go to school or

classes come here) in Fall, assist middle school teachers with voting and Battle of the Book

(possibly prepare questions, or be on a team) in Feb. Be sure to also promote with 4th grade

& Home Schoolers, also promote Bluestem with 5th grade.

Participate in CMS Inklings book discussion group & IWHS book discussion group.

Work with High School English teachers to promote Read for a Lifetime and Abraham Lincoln

reading programs. Give booktalks to classes if teachers allow.

Work with teachers who wish to bring their class to visit the library, or to provide instruction

in using the card catalog or any other library resources.

Summer Reading Program – weekly activity sessions for teens/tweens as well as reading logs &

prizes.

Impact – weekly after school activities for teens/tweens – Include some STEAM activities. Could

include book discussions, cooking, art, movies, etc.

Special events for teens/teens such as: Halloween Party, Christmas Party or activity during winter

break, Themed parties with activities based upon popular books.

Times to celebrate may include: TeenTober (October – combines former Teen Read Week and

Teen Tech Week), International Games Week / National Games and Puzzles Week (Nov.),

Computer Science Education Week & Hour of Code (Dec.), National Puzzle Day (Jan.)

National Library Week (April)

Adult Programs – Coordinate with other staff

Summer Reading Program – Reading Logs & Programs as well as reading logs for adults, and

ARKS – Adults Reading Kids Stuff

Assist other staff to plan, publicize & conduct adult programs such as book discussions, local

authors, historical programs, STEM programs, computer & e-reader workshops, etc.

Special events: National Library Week (April), Carthage Christmas Open House

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