

Library Program Specialist for California Area Public Library, California PA

Posted: 7/25/2019

Title: Library Program Specialist.

Location: California Area Public Library, 100 Wood Street, California PA 15419
www.calpublib.org / 724-938-2907 / director@calpublib.org

Description: California Public Library is seeking a Part Time Program Specialist to help us increase the number of families who regularly visit the library. The specialist will create and run three library programs each week during 44 weeks yearly. These programs will target literacy and STEAM learning skills. Many programs will follow lessons and use material contributed by Commonwealth Libraries, e.g. Play-K, Cruise into Kindergarten, and the Nutrition Book Collection. Targeted age groups are: Preschool Story Time, Pre-K and Early Elementary, and Upper Elementary; Family-Centered events and a few Young Adult activities are also appropriate.

Responsibilities include:

- Planning and coordinating programs, with some direction from Director.
- Planning, coordinating and creating promotional material for programs.
- Operating within a program budget.
- Community outreach to draw audience to library.
- Providing statistical information for Director's reports.
- Maintaining a tidy work space.
- Setting up and tidying up after programs, with some help from staff.

Minimum Requirements:

- FBI, Pennsylvania Criminal History (Act 34) and Child Abuse clearances, and Mandated Reporter training certificate.
- Commitment to creative and effective targeted children's programming.
- Knowledge of child development, language acquisition, reading growth, and children's authors.
- Ability to work cooperatively with others.
- Ability to communicate effectively with children, caregivers and colleagues.
- Competent navigation of word processing and social media programs, databases and internet.
- Physical ability to perform essential functions of the job including lifting of books and boxes, pushing carts, bending, sitting low to the floor.

Public Library or teaching experience preferred, but not required. Experience using WAGGIN library system a plus. Childhood education experience a plus. Familiarity with California Area citizens a plus.

Salary: Salary will be \$9 an hour for ten hours per week, 44 weeks per year. Materials are budgeted at \$1,000 yearly, with an additional \$200 yearly to cover travel expenses. Unless the specialist is visiting within the community or attending a District training, work time will be spent at the library.