

**INVERMERE PUBLIC LIBRARY  
JOB DESCRIPTION**

**JOB TITLE: PROGRAM FACILITATOR FOR CHILDREN'S PROGRAMS**

**JULY 2017**

**FUNCTION:**

Under the general direction of the Library Director, the Program Facilitator performs the duties related to the delivery of children and family programming. This position also performs the duties necessary for the efficient circulation of library materials and provides information services to the public.

**WORK PERFORMED:**

1. Develops and implements children's and youth programs.
2. Assists the Community Program Coordinator with the planning of children and youth programs.
3. Performs the duties as outlined in the job description for the Library Assistant, which include but are not limited to:
  - Circulation duties such as check-in and check-out of library materials, registering patrons and updating patron information.
  - Providing reference, information, and readers' advisory services to adults and children using a variety of electronic and print information sources. Provides assistance and instruction to the public on the use of electronic and print resources.
  - Performing various duties associated with managing and fulfilling holds and interlibrary loan requests.
  - Accepting payment for fines and fees.
4. Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to develop and implement programming for children and families that is appropriate for the audience, meets the goals of the program, the library, and its funders, and ensures the provision of a warm and welcoming atmosphere for participants.
2. Ability to work independently with a high level of self-motivation and resourcefulness.
3. Ability to carry out job functions with flexibility, creativity, enthusiasm, and initiative. Must enjoy working with children and singing in front of a story time crowd.
4. Ability to develop and maintain effective working relationships with library staff and the public.
5. Ability to effectively troubleshoot library equipment, computer software and hardware.
6. Proficiency in the use of Internet-based resources, electronic resources, and commonly used software.
7. Excellent interpersonal skills.
8. Excellent communication skills, both written and oral.

9. Excellent organizational and customer service skills.
10. Physical ability to perform the duties of the position.

**EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:**

1. High school graduation and minimum one year post-secondary education.
2. Formal training directly related to a field such as early childhood development or family literacy. Training in other relevant disciplines may be considered. An equivalent combination of formal education, program of study, and previous work experience may be considered.
3. Experience in planning and delivering children and family programming is an asset, whether in a library setting or other community-based settings.
4. Previous work experience in a library setting or an environment where customer service is a core focus is an asset.
5. Criminal record check is required.