



The Braddock Carnegie Library Association strives to perpetuate Andrew Carnegie's original vision of the Library as a "Center of Light & Learning" for the

Job Description: Children's Program Facilitator

Reports to: Children's Librarian

Wage Rate: \$15/ hour

SUMMARY: Do you enjoy planning fun, educational activities for kids of all ages? Are you interested in working in a dynamic community, forming positive, lasting relationships with children and youth?

The Braddock Carnegie Library Association is in search of a creative, enthusiastic individual to join our Children's Library staff in developing and facilitating children's library programs and connecting with our young patrons both in-house, as well as throughout our service area.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Strong desire to work with children - ability to meet them where they are and to connect with them
- Understands and adheres to Braddock Carnegie Library Association (BCLA) procedures and policies
- Coordinates with Children's Librarian to plan and implement programming both at the library and in the community
- Promotes all library programs
- Communicates effectively and promptly- with children, youth, library staff, and community partners
- Is adaptable to working well in many different settings and locations
- Creative: needs to be able to offer enriching and fun STEAM and literacy-focused programming to create joyous learning experiences throughout our community. Also needs to be creative in thinking about how to adapt programs to different spaces/audiences.
- Works well both independently, as well as part of a team
- Ensure a safe and enriching learning environment
- Resourceful and organized.
- Own car and driver's license preferred, as most of our programming spaces are not easily reached via public transportation
- Assists children and adults in finding resources for pleasure reading both at BCLA, as well as at other libraries
- Interacts with youth and adult patrons in the Children's Library.
- Attends meetings and continuing education programs for the BCLA, ACLA, and community partners, as appropriate
- Responds to emails and other communications in a timely manner

Administrative

- Submits purchase requisitions to the Children's Librarian in a timely manner
- Maintains shared calendars and files
- Tracks and compiles attendance for all programs

QUALIFICATIONS



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Individual must be able to perform all essential duties described above and must meet the following requirements:

Education and/or Experience

Must be at least 18 years old

Some college credits preferred

Experience with afterschool programs or summer programming with youth (birth to teen) preferred

Core Competencies

- Effectively communicates (orally and written) with the general public and staff. Has the ability to identify and communicate any issues affecting the Children's Library.
- Understands the mission of the BCLA and has the ability to define problems, establish facts, exhibit unbiased judgment and initiative in the development, implementation, and evaluation of goals, policies and procedures, and programs for the Children's Library.
- Exhibits dependability on the job with respect to being conscientious, thorough, and reliable in achieving the BCLA's goals and the needs of the organization; this includes being available and responsive to issues and concerns as they develop.

PHYSICAL DEMANDS

- 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.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- BCLA functions and program spaces are on one level accessible by ramp.

● **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment varies from quiet to very noisy.



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To apply, please submit cover letter and resume by email to: Rachel Brehm, Library Director at rachel@thebcla.org

All applicants must be able to provide their Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Fingerprint Clearance upon offer of employment.