

## **Policy HR206: Library Programmer Description**

**Category: Human Resources**

**Policy HR206: Library Programmer Description**

**Originated: 2020**

**Revised: July 2020**

**Approved: September 2020**

**Future Review: December 2023**

### **PURPOSE**

The Library Programmer is hired by and responsible to the Library Manager. The programmer is responsible for developing, delivering, and promoting a variety of onsite and outreach programs for children, teens, adults, and seniors.

### **RESPONSIBILITY**

- Develops and delivers library programs for children, teens, adults, and seniors
- Encourages literacy skills and fosters a love of reading in children
- Promotes library programs through posters, school newsletters, advertisements and handouts, media, and online
- Assists with webpage and social media accounts
- Promotes and provides library tours for schools and other groups
- Establishes relationships with teachers and librarians in local schools and other social agencies where appropriate
- Coordinates Summer Reading program
- Participates in community events such as Community Registration Day
- Orders materials as required for programs according to budget limits
- Checks in and checks out materials related to programs
- Performs community scans to identify program needs
- Identifies funding opportunities for programs

### **QUALIFICATIONS**

- Grade 12 diploma required
- Post-secondary training in early childhood or related field preferred
- Advanced computer skills – keyboarding, Word and Excel applications
- Good interpersonal, verbal, and written communication skills
- Good working knowledge of the internet and social networking applications

### **DEFINITIONS**

### **PROCEDURE**