



# Flint Public Library

LEARN FOR LIFE

## POSITION DESCRIPTION

### CHILDREN'S LEARNING SPECIALIST

Reports to: Director of Library Operations  
Range: Exempt / AFSCME Librarian Salary Schedule  
Beginning compensation not to exceed \$53,197

**Summary:** The Children's Learning Specialist is responsible for the development and implementation of programs for children and parent/caregivers in collaboration with other library staff and under the guidance of the Director of Library Operations and the Library's management team.

#### Duties

1. Participates with management and staff in establishing strategic priorities for children's and family learning and programming.
2. Participates in establishing specific goals and evaluative measures for children's and family learning programs and classes, that will include such topics as Every Child Ready to Read, traditional story times and multi-media story times, STEM and STEAM-related programming, and learning through play.
3. Creates program plans and/or lesson plans to achieve learning goals for children and families, collaborating with other staff, interns or volunteers as appropriate.
4. Leads programs and classes in the library and outside the library, with various class sizes, ages of children, and formats that might include children alone, children and parents, or parents alone.
5. Provides training and coaching in children's learning programming to other staff, interns or volunteers, and collaborates with those groups on program development and delivery.
6. Works closely with the Library's program partners to plan and deliver children's and family learning programs on an outreach basis.
7. Participates in developing and maintaining the Library's children's learning spaces and mobile setups for outreach.
8. Provides reference and other in-library services, primarily to youth and families.
9. Assists with collection development of children's collection and related library materials for families.
10. Performs other duties as assigned.

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### Qualifications and Job Requirements

1. The job requires a Bachelor's degree in education or relevant field of study. MLS Degree from an ALA accredited library school preferred. Equivalent experience will be considered.
2. Demonstrated commitment to excellent customer service and creating a welcoming environment for diverse populations.
3. Relevant experience in teaching, evaluation, presenting, and facilitating.
4. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences while conveying enthusiasm and passion for the work and resources of the library.
5. Relevant experience in developing programs, classes or lesson plans for target audiences.
6. Computer skills to effectively utilize library and business applications as well as a variety of other digital media platforms, and a demonstrated ability to self-learn new digital skills.
7. Ability to travel between work locations and related places of business as needed.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to work in situations with multiple deadlines while working with formal and informal leaders across internal library departments and/or external agencies using project management and relationship building skills.
10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 40 pounds.

### Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise, though there may be some outdoor work in temperate weather.
2. Requires regular travel between community locations, and may include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*