

Lowell Public Library
Young Adult (YA) Programmer
Job Description

Essential Functions of this Position

The Young Adult Programmer oversees the daily operation of the Young Adult department and is in charge of the activities in that area. The primary focus is working with children from the 6th grade through high school.

Qualifications

- College degree with suitable library courses desirable.
- Experience working with children, especially in a library setting.
- Must be a dependable and motivated customer service worker, and strong advocate for young adult programming.
- Enthusiastic personality with excellent speaking, writing and computer skills.
- Must be organized, disciplined and able to plan and direct library programs.
- Must be able to meet State Certification requirements.
- Must possess and maintain a valid driver's license, and be able to work week-ends and evenings.

Essential Duties and Responsibilities

- Organize services and programs to meet the goals and objectives of the Library.
- Provide regular, on-going Young Adult programs at the main Library and branches.
- Oversee the Young Adult sections of the Library, ensuring that the items are properly displayed and stored.
- Promote library services with outreach programs, in-house displays and fund-raisers.
- Responsible for selecting new material appropriate for the young adult age group to develop and promote the young adult collection.
- Responsible for removing outdated or damaged items from the Young Adult collection.
- Assist in circulation and other general library functions.
- Perform other duties as needed.

APPLICATION FOR EMPLOYMENT

Note: if you require more space than provided, please attach separate sheet(s).

PERSONAL

NAME			
STREET		CITY	
STATE	ZIP	SOCIAL SECURITY NUMBER	
HOME PHONE	BEST TIME TO CALL	BUSINESS PHONE	BEST TIME TO CALL

TODAY'S DATE
REFERRED BY:
APPLYING FOR:
_____ FULL TIME
_____ PART TIME
_____ TEMP.

EDUCATION

NAME AND LOCATION	FROM	TO	CURRICULUM	DATE GRADUATED
HIGH SCHOOL				
COLLEGE			MAJOR/DEGREE	
OTHER				

SPECIAL SKILLS OR TRAINING (That May Qualify You For Work With Our Company)

EMPLOYMENT (Start With Most Recent)

FROM	TO	EMPLOYER	PHONE	CITY, STATE
JOB TITLE		DUTIES		
SUPERVISOR'S NAME				
STARTING SALARY/WAGES				
FINAL SALARY/WAGES		REASON FOR LEAVING		
FROM	TO	EMPLOYER	PHONE	CITY, STATE
JOB TITLE		DUTIES		
SUPERVISOR'S NAME				
STARTING SALARY/WAGES				
FINAL SALARY/WAGES		REASON FOR LEAVING		
FROM	TO	EMPLOYER	PHONE	CITY, STATE
JOB TITLE		DUTIES		
SUPERVISOR'S NAME				
STARTING SALARY/WAGES				
FINAL SALARY/WAGES		REASON FOR LEAVING		

