

Children and Youth Services Librarian

Under the immediate supervision of the director, performs responsibilities related to the youth services department of the library and general library operations.

1. Plans, organizes, and conducts services and programs in assigned areas
 - a. Plan and lead story hours during the school year, and summer programs during the summer
 - b. Plan passive programs throughout the year to supplement our other programs i.e. Winter reading challenges
 - c. Create make and take crafts for patrons to pick up and passive activities for patrons to complete in the library
2. Creates special interest displays, programs, and projects in assigned areas
3. Assists patrons in all areas
4. Checks materials in and out of our library and prepares them for shipment to other libraries in the system
5. Recommend appropriate materials for collection enhancement
6. Does typing and filling
7. Assists with processing new materials
8. Performs other duties as directed by the library director
9. Maintains a professional appearance and demeanor

Knowledge and abilities

1. Ability to be an effective storyteller and programmer
2. Ability to work with people of all ages
3. Ability to develop and implement programs for children and youth
4. Familiarity with authors books and library materials and programming
5. Ability to create storytelling props and create projects for programming
6. Ability to meet, and communicate, and assist patrons

7. Friendly and helpful manner appropriate to a position where constant public contact is involved
8. Ability to gather stats
9. Ability to use computer software and manage computer technology
10. Ability to travel to programs throughout the community and to meetings outside library
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public peers and supervisors
12. Willing to maintain skills through training and interaction with other personnel

Physical Demands

1. Sitting, standing, walking climbing and stooping
2. Bending, twisting, and reaching
3. Speaking and hearing, use of phone, near and far vision
4. Typing, filling, shelving, and sorting
5. Pushing and pulling objects 80 pounds or less on wheels
6. Lifting no more than 50 pounds
7. Flexibility in work hours

Mental Requirements

1. Good communication skills
2. Reading and basic math abilities and comprehension
3. Analytical and problem-solving skills
4. Planning, organizational, and decision-making skills
5. Time Management and prioritizing skills

6. Ability to follow instructions effectively

Equipment Used

All Standard office, audiovisual and computer equipment

Education and Experience

- Library or related professional experience preferred
- 1 to 2 years of experience working with children in a professional capacity preferred
- Intermediate level computer skills including Microsoft Office Suite

Hours

- This position is part-time
- This position will have opportunity to work additional hours to cover for staff absence
- This position will require hours to be set by the library director