

JOB DESCRIPTION

Title: Youth Services Librarian

Definition: The Youth Services Librarian performs routine work associated with the operations of a small public library. Coordinates and implements Youth programming and services.

Description: Reports directly to the Library Director and keeps informed of Library needs

Plans and implements children's programs such as story time, reading clubs, craft programs, and after-school workshops.

Plans and implements children's Summer Reading Program.

Plans and implements YA Programs.

Responsible for development and maintenance of the children's and YA collection.

Selects and orders books and audiovisual materials for children.

Evaluates collection and weeds children's materials when worn or outdated.

Provides reference and reading guidance to children and other library visitors.

Provides outreach service to schools.

Designs and produces publicity, handouts, and information relating to all youth services.

Seeks additional funding for youth programs.

Sets up displays related to children's programs.

Assists with technical services including cataloging, interlibrary loan, and ongoing automation projects

Works well and frequently with the public, assisting at the circulation desk as needed and helping patrons with reference and research questions

May manage the Library in the absence of the Library Director.

Qualifications are a Bachelor's Degree with at least two years' experience working with children birth to age 18. Knowledge of children's literature. Excellent oral and written communication skills. Flexibility, a sense of humor, the ability to work well with children and adults and familiarity with Microsoft Office is required.