

## **Children's Librarian**

### **Summary/Objective**

The Children's Librarian is responsible for assisting the Library Director with the daily operations of the youth services department. They will develop and implement programs and events for children, teens and families. They will also work the circulation/reference desk and are also under the supervision of the Circulation/Cataloging Manager in matters pertaining to desk duties, overseen by the Library Director.

### **Essential Duties and Responsibilities**

- Development and implementation of children's, teen and family programs and special events.
- Develop passive programming, such as craft kits and other displays within the library.
- Provides readers advisory on children and young adult materials.
- Decorate the youth services sections and other areas of the library.
- Conduct library tours for schools.
- Conduct outreach in the community, particularly at schools and local events.
- Develop and implement the summer reading program under the direction of the Library Director.
- Assist at the circulation desk and assist the circulation manager when required.
- May recommend youth materials to the librarian for purchasing.
- Provide material lists for programming supplies in a timely manner to the Director for purchasing.
- Creates flyers, posters and displays to promote collections, services, and programming.
- Assist the director in marketing promotion both within the library and community, as well as through various social media platforms.
- Provide a monthly report on youth programs at the library for inclusion in the library monthly report and annual report.
- Other duties as assigned.

### **Knowledge and Abilities**

- Ability to effectively present information and respond to questions from patrons.
- Ability to maintain confidentiality of patron information.
- Ability to follow detailed instructions.
- Ability to gather statistics, analyze information and write reports.
- Ability to operate library business machines properly, which may require knowledge of databases and search methods.
- Ability to understand library policies and procedures and apply them to library operations.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to changing work demands, and make decisions as required.
- Ability to travel meetings and events outside of the library.

- Good interpersonal skills.
- Willing to maintain and expand skills through continuing education and professional development.
- Ability to be creative and have problem solving skills.

**Physical Demands**

- Office environment, but also requires standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Ability to move, dance and play with young children.

**Education and Experience**

- Bachelor's degree required OR associate degree plus 3 years library experience OR a combination of the two.
- 2 to 5 years of working with children and/or coordinating educational events.

Starting Salary \$14 to \$15 depending on qualifications

2 closing shifts a week required, closure at 7:30 PM

Every other Saturday from 8:30 to 1 PM Required

Part-time 20/hr per week