

**2023**

**Job Title: YOUTH SERVICES LIBRARIAN - PT**

**Department:** Youth Services

**Pay Range:** \$15.50 – \$25.00 per hour

**Hours of Work:** 18 hours per week. Evening and weekend hours required.

**Immediate Supervisor:** Youth Services Coordinator

**Positions Supervised:** Occasional volunteers

**Job Responsibilities:** To provide library services to children, including reference, reader's advisory, programming, community outreach and collection development.

**Qualifications:**

- Master's Degree from an ALA accredited institution preferred or a Bachelor's Degree with extensive library experience.
- Excellent technology skills.
- Good knowledge of children's literature.
- Knowledge of the fundamental principles and practices of collection development and maintenance.

**Required Knowledge, Skills and Abilities:**

- Knowledge of library practices and procedures.
- Ability to give exemplary customer service.
- Ability to collaborate well with other library departments.
- Ability to develop positive relationships with community organizations with collaboration as the main goal.
- Experience in developing, planning and implementing exciting, educational and fun programming for all ages.
- Ability to maintain an organized workspace.
- Ability to conduct Internet searches, operate library catalog, navigate research databases and download e-books.
- Proficient in email and Microsoft Office products, with emphasis on Publisher, Word and Excel.
- Proficient in technology
- Strong verbal, written, presentation, and listening communication skills.
- Ability to foster and encourage library use for all ages and reading levels.

**Essential Duties:**

20% Programming and Special Assignments:

- Plan, prepare and present story times for children age 19 months – 4 years.
- Plan, prepare and present after school programs for children age 5-7.
- Work closely with teachers, daycare operators and parents providing recreational, educational and curricular materials.
- Conduct tours and library presentations.
- Represent library to community and professional organizations.
- Provide professional assistance to Youth Services Coordinator as needed.
- Perform additional duties as assigned.

75% Reference Duties

- Assist patrons in locating appropriate library materials.
- Instruct and assist patrons in the use of public catalogs, databases, tablets, e-readers, and basic Internet operations ie. account log-in, applications & printing.
- Provide in-depth reference and reader's advisory service to adult and juvenile patrons.
- Assist with daily retrieval of ILL materials for SEO libraries.
- Prepare bibliographies and booklists.
- Maintain current knowledge of available sources of information and public demand of reading materials.

5% Collection Development Duties:

- Select and maintain assigned collections.