Youth Education Specialist (Full-time)

Position: 2024-001
Date Posted: January 2, 2024
Status: Full-time; non-exempt
Location: Tremont Road Branch

The Upper Arlington Public Library is seeking an energetic, patron-oriented individual to join our Youth team. The position involves the planning, delivery and evaluation of responsive, high-quality programs for children and teens. This position will work closely with the public including working at a public service desk and assisting patrons of all ages in the use of the Library, its materials, services and resources. This position performs youth outreach activities such as school visits, book talks and representing the library at community events.

Please refer to the job description and schedule below for more details about this position.

Job Summary:
Participates in the daily operation of a public service department. Plans and implements programming with an emphasis on serving Youth patrons and their families. Partners with the schools to provide support and outreach services.

Essential Functions:
1. Designs, develops, and produces programs that reflect the diverse interests of patrons with direction from Department Manager. Coordinates activities with the Marketing and Community Relations departments and other public service departments and library branches.
2. Coordinates the marketing of library programs with the Marketing and Community Relations departments.
3. Responsible for all aspects of library-sponsored programming including meeting rooms, equipment, supplies, funding, and paperwork.
4. Supports Upper Arlington schools including working with educators to offer outreach services such as book talks, storytimes, literacy activities and hosting field trips to the library.
5. Supports school readiness skills in younger children as they prepare for school.
6. Assists in ensuring that library services and programming are aligned with child development milestones as well as school standards.
7. Provides patron assistance; monitors and provides guidance to patrons in the use of library facilities, services, and computer equipment. Instructs patrons on the use of computer-based library catalog and computer programs.
8. Promotes and educates patrons on the use of online resources such as the library catalog and digital resources.
10. Responds to reference questions using all formats available and performs reader’s advisory.
11. Assists in the development of reader’s advisory tools including booklists, bibliographies, and displays.
12. Assists with collection maintenance including weeding and repairs.
13. Serves as Staff in Charge, as needed.
14. Serves on library committees as assigned.
15. Follows library safety and emergency procedures.
16. Reports maintenance and safety issues to supervisor and/or Facilities personnel.
17. Performs other duties as assigned.
Required Knowledge, Skills, and Abilities:

- Knowledge of library policies, practices, and procedures preferred.
- Knowledge of reader’s advisory and basic reference tools preferred.
- Effective customer service and interpersonal skills, including the ability to communicate verbally and in writing in English.
- Proficiency in word processing, spreadsheet, and database programs.
- Competent in the use of Windows-based computer programs.
- Valid Ohio driver’s license and proof of insurance.

Education and Experience:

- Bachelor’s Degree required. Bachelor’s degree in Education or Education-related field preferred.
- 2-3 years’ experience working with youth or community engagement preferred.
- Two or more years of library experience preferred.

Physical and Environmental Conditions:

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of libraries and offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment ranges from quiet to moderate.
- Considerable mobility including, but not limited to, extensive periods of walking, bending, sitting, lifting weights up to 20 pounds, and pushing full book carts.
- Manual dexterity sufficient to perform general typing and computer skills.
- Calm and focused handling of interruptions and distractions.
- Periodic intense concentration and sustained viewing of a computer monitor.
- Position requires working irregular hours, including evenings and weekends.
- Some local travel by personal automobile may be required.

Hours/Schedule:
Full-time including one evening per week and one weekend per month

Compensation:
$43,160 annual starting salary

For more information or to apply for this position, visit the Career Opportunities section of our website at www.ualibrary.org.