Youth Services Specialists (2 positions)
Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking two full-time Youth Services Specialists to help us fulfill our Mission and Values and demonstrate our Customer Service Philosophy.

Essential Duties & Responsibilities
- Provide specialized, advanced knowledge of Youth Literature to staff and patrons.
- Offer patron assistance and research for children, teens, parents, teachers, and others.
- In collaboration with Youth Services Team Leader, oversee, plan, prepare, coordinate, promote, lead and evaluate activities related to Children’s programs.
- Assist with Children’s Programs as assigned.
- Plan, prepare and conduct storytimes and programs for babies, toddlers, preschoolers, and families as assigned.
- Advocate for patrons, assessing needs and working with YS Team Leader to fulfill these needs.
- Implement departmental goals in keeping with library mission and help develop and administer methods/programs to achieve those goals.
- Collection development and maintenance, including selecting materials and building collection in assigned area(s).
- Provide monthly progress and service reports as required.
- Perform other responsibilities as apparent or assigned.

Required Skills & Knowledge
- Master of Library Science degree from an ALA accredited institution, or related Master’s degree for Youth Services Specialist (level 2); will consider a Bachelor’s degree in Education or with Library Science for Youth Services Specialist (level 1).
- Minimum 2 years of work experience with youth in library or educational environment.
- Strong customer service orientation with minimum 2 years of work experience serving the public.
- Previous storytime, programming and collection development experience preferred.
- Working knowledge of Youth literature in all formats.
- Knowledge of youth developmental learning theory and teen pop culture.
- Self-motivated, organized, efficient and productive with excellent time management skills.
- Excellent written and verbal communications skills.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Desktop publishing experience; web and MS Office software.
- Ability to meet schedule requirements, including nights and weekends.

Compensation & Benefits
- Bargaining unit position with starting wage of $22.85/hour with Master’s degree or $18.96/hour with Bachelor’s degree.
- Excellent benefits package.

Schedule of Hours
- Full-time 40 hours per week, includes Sundays per scheduling guidelines.

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<thead>
<tr>
<th>Daily Schedule</th>
<th>Position #1</th>
<th>Position #2</th>
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<tbody>
<tr>
<td>Monday</td>
<td>1:00 pm – 9:00 pm</td>
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<tr>
<td>Tuesday</td>
<td>9:00 am – 5:00 pm</td>
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<td>Wednesday</td>
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<td>Thursday</td>
<td>9:00 am – 5:00 pm</td>
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<td>Alternating Friday</td>
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<tr>
<td>Saturday</td>
<td>9:00 am – 5:00 pm</td>
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To Apply
To be considered, please submit cover letter, resume and WCPL application to: Human Resources – YSS624WP, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wclibrary.info.
- WCPL Application can be found at www.wclibrary.info under Employment.
- All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.