

George Culver Community Library

Position Title: Youth Services Librarian

Reports to: Director

Category: Full-time, Non-exempt, Benefits Eligible

Date Approved: 5/9/2016, REVISED 02/14/2022, 09/01/2023

Overview

The Youth Services Librarian works both collaboratively and independently in a fast-paced and upbeat environment. The ideal candidate for this position is highly motivated, innovative, enthusiastic, and excited about creating positive experiences for kids in the library.

Under the general direction and supervision of the Library Director, the Youth Services Librarian is responsible for the development and implementation of the library's service to youth. This position requires professional judgment in materials selection and planning and implementing programs for children and teens (ages birth through middle school). A professional understanding of librarianship, including child growth and development and children's literacy, is required.

Essential Functions

Plans, leads, and evaluates active and passive children's programs for newborns through teens.

Selects material for and maintains children's and young adult collections.

Promotes library youth services to the community through visits to schools and other partners.

Keeps informed of children's issues and developments in the profession through study, reading professional literature, and ongoing continuing education.

Performs patron services at the circulation desk: checks materials in and out, processes library card applications, shelves books, periodicals, and other materials.

Operates computers, copiers, and auxiliary equipment.

Responds to general information requests in person and by telephone.

Prepares displays. Assists in preparation of book and document exhibits. Maintains special records or sections of the library as assigned.

Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.

Receives oral or written instructions from Director. Reports work accomplished to Director.

Performs other tasks as assigned.

Knowledge, Skills, and Abilities

Ability to work effectively and enthusiastically with children and their parents.

Demonstrated knowledge of child development and children's literature.

Excellent communication and organizational skills.

Ability to develop creative, innovative, meaningful opportunities to connect youth with the library.

Ability to interact in a positive, effective manner with the public, coworkers, the Director, and the Library Board of Trustees.

Ability to perform with minimal supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness.

Ability to adapt to multiple demands and changing priorities, and be willing to learn new methods and ideas.

Willingness to respect the privacy of patrons and coworkers and support the principles of intellectual freedom.

Working knowledge of Microsoft Office and internet searches.

Ability to learn library automation systems and online databases.

Ability to stand for long periods, bend, climb, crouch, and lift materials weighing up to 25 pounds.

Qualifications

Minimum: Bachelor's Degree (preferred) or any equivalent combination of education and experience plus a minimum of two years of experience working with children in a library or educational setting.

Prior library experience preferred.