**Youth Services Librarian**

**Job Description**

**Classification and Title: Youth Services Librarian**

**Direct Supervisor: Director**

**Overview**: Under the general direction of the director, the Youth Services Librarian is responsible for the coordination, planning, and evaluating of children’s programs in the library and on an outreach basis. Participation in reader’s advisory and collection development is expected. Specifically, these responsibilities will be done in the areas listed below. Some cooperation will be required with the Adult Programmer and the Bookmobile Librarian in areas where their expertise might overlap. The Youth Services Librarian will be responsible for supervising the children’s area of the library, as well as maintaining all aspects of the Youth Collection. The Youth Services Librarian interacts with the public and other staff and is expected to treat all patrons and staff with tolerance and patience. The Library expects all employees to observe and develop our core values of motivation, positive attitude, and respect for others. They will strive to create a positive atmosphere of acceptance and access as well as exhibit a strong commitment to customer service, integrity, honesty, tolerance, flexibility, and confidentiality.

Responsibilities:

* Programming
  + Plan and implement weekly Storytime
  + Plan and implement weekly or bi-weekly programming for all ages 0-18
  + Create passive programming including bulletin boards, programming through social media, or other
  + Create family programming regularly
  + Recruit and train volunteers to assist with programs
  + Work with other volunteer coordinators both within and outside of the library to increase our range of services and programs.
* Summer Reading
  + Plan and implement a comprehensive Summer Reading Program for ages 0-18
  + Evaluate the program each year and make necessary changes
  + Plan and implement a variety of programming types
  + Invite speakers and performers
  + Visit schools with program information
* Outreach Programming
  + Contact community businesses and services to extend library services
  + Contact schools, daycares, camps, extracurricular activities to extend library services
  + Coordinate with the Bookmobile Librarian and Adult programmer on a regular basis
* Supervision of the Children’s Area
  + Train staff and volunteers in the area
  + Assign tasks to staff and volunteers
  + Organize materials and displays
  + Review the collection according to our Collection Development Procedure and implement the CREW method of weeding materials
  + Compile lists of books to order for the Youth Collection
* Other Responsibilities
  + Circulation Desk Coverage
  + Reader’s Advisory
  + Occasional collection development duties in the Adult Collection
  + Shelve Books
  + Perform other duties as assigned

Minimum/Essential Qualifications:

* Required- Entry to or completion of MLIS program or education and experience equivalent
* Required- Ability to work posted schedule and fill in when needed
* Required- 2 years of customer service experience
* Required- Experience working with children in a professional setting
* Required- Must be able to pass a background check
* Preferred- Library or Related Experience

Knowledge, Skills, and Abilities:

* Ability to read, write and compute
* Ability to deal tactfully and effectively with the public and other staff members
* Ability to hear, speak, and communicate verbally
* Ability to understand and follow oral and or written instructions
* Ability to do repetitive tasks with speed and accuracy
* Ability to put materials in alphabetical and or numerical order
* Ability to adhere to prescribed routines
* Ability to type
* Ability to work under minimal supervision
* Ability to understand and follow oral and or written instructions
* Ability to communicate effectively orally and in writing
* Ability to use standard office equipment, including computers

Physical and Environmental Requirements:

* Must be able to do light to medium lifting, pushing, or pulling of library materials (20-50 lbs) For 4-8 hour shifts
* Must be able to reach above the shoulder, bend, stoop, kneel and climb to replace library materials
* Must be able to empty book carts and boxes
* Must be able to stock copier
* Must be able to push book trucks or carts the length and breadth of the library
* Must be able to identify materials on shelving up to 90 inches
* Must be able to read primarily typed or printed text in a variety of type sizes
* Must be able to finger cards, forms, files, etc
* Work environment must be climate controlled
* Work environment must have little or no exposure to dust
* Work environment must be smoke-free

Job duties are marked essential or non-essential in consideration to the American Disabilities Act.

The job description is not a contract between the Library and the employee. The Cynthiana- Harrison County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and or the Library may request the employee to perform duties that are not listed on the job description.

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