**Full Time Position**

**Youth Services Librarian**

**Cynthiana-Harrison County Public Library**

**Overview:**

Under the general direction of the Director, the Youth Services Librarian is responsible for the coordination, planning, and evaluation of children’s programs in the library and youth outreach programming. Participation in reader’s advisory and collection development is expected. 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 youth area of the library, as well as maintaining all aspects of the Youth Collection. This staff member will also work at the circulation desk. Here they will aid in the efficient operation of the circulation desk and all areas this includes.

**Employee must work 37.5 hours per week for full time status. Evening and weekend work will be required.**

**Basic Duties:**

* Programs for families and for children ages birth-18
* Collection Development
* Youth Outreach
* Circulation
* Reference
* Reader’s Advisory

**Competencies**

* Ability to read, write, and compute.
* Ability to establish and maintain harmonious relations with staff and the public.
* Ability to communicate effectively orally and in writing.
* Ability to maintain high standards of customer service and commitment to public service.
* Strong organizational skills
* Proficient knowledge of Microsoft Office suite, Internet browsers, and e-readers.

**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

**Note: This job description does not necessarily reflect all aspects of this position**

**Schedule**:

* Monday, Tuesday, Thursday, Friday 8:30-5 Wednesdays 10:30-7
* One Saturday every 6 weeks 8:30-5

**Salary range based on education and experience, starting at $17.00 per hour and benefits.**

**Position posting closes on April 12th at 5pm.**

**Please mail your resume and cover letter to:**

**Cynthiana-Harrison County Public Library**

**104 N. Main St.**

**Cynthiana, KY 41031**

**Or email it to: rflorence@cynthianalibrary.org**