

Youth services librarian / Assistant director

Reports To: Director

Work Schedule: Part-time: 30 hours per week, including a minimum of one evening a week and every other Saturday.

General Job Description

Under the general direction of the Library Director, this position independently develops and implements the activities of Children's Services and assists in the circulation process.

Primary Duties

- Plan, implement, and promote weekly children's storytime.
- Plan, implement, and promote seasonal and special occasion incentives for children and teens
- Assist Director with collection development for children's book area
- Assist Director in planning, promoting, and implementing Summer Reading Program.
- Develop and implement other youth-oriented programming which may include teen programs, school outreach, and daycare outreach.
- Assist patrons (especially children) in finding and using library materials.
- Attend occasional meetings, workshops, or continuing education opportunities.
- Assists patrons (especially children) in using library and internet-based technology including, but not limited to ebook readers, tablets, laptops, web apps, social networking, and office productivity software.
- Assists library director with promotion of library through social media
- Works with local schools and students in creating and maintaining a volunteer schedule.
- Supervises the library and staff in the Director's absence. Directly supervises the Library Assistants.
- Assists the Library Director in the administration of the Library.
- Learn basic and intermediate functions of library circulation system.
- Perform other duties as designated.

Qualifications

- Bachelor's degree or comparable combination of education and work experience.
- 18 months of previous library experience.
- Must possess current driver's license and provide personal mode of transportation.
- Experience with children necessary.

Knowledge, Skills and Abilities

- Intermediate computer skills, including familiarity with the internet, Microsoft Windows operating system and mouse/keyboard operations.
- Effective communication skills, including those skills necessary to work with children.
- General knowledge of and interest in youth-oriented media which may include literature, picture books, movies, and games
- Light physical labor (while shelving books).
- General office skills—including light typing, fax machine and copy machine skills.
- Ability to work flexible hours to meet the demands/needs of the job.