
Job Description

Job Title: Youth Services Librarian

Position Hours: Full-Time

Reports To: Operations Director

Summary

This position is expected to display leadership qualities such as integrity, reliability, and clear communication. This position is viewed by the public and should always display professional behavior. This position will assist in the development and implementation of programs and services directed at children and young adults of a diverse public.

This position will develop and manage the children's and young adult collections. The Youth Services Librarian will research new trends and materials that will interest the various age brackets.

Job Duties

Youth Services:

- Create varied literature and STEM-based pre-school Storytime programs, as well as entertaining and enriching programs for school-age children
- Conduct youth programs in library facilities and at remote sites
- Plan and execute Summer Reading Program
- Act as a liaison between the library and various children's service providers such as schools, family resources centers, day care centers and community partner agencies.
- Promote children's and YA services and programs, promotional flyers, participation in community events, etc.; ensure that events are publicized in collaboration with Outreach Librarian.
- Create attractive displays and announcements of programs
- Order, maintain and continuously evaluate Juvenile and Young Adult collection
- Manage and review youth services budget with Executive Director
- Order, Inventory, maintain, organize and purchase program materials
- Interact extensively with all library staff and work to create harmonious relationships.
- Ensure all staff are aware of Youth Services activities
- Establish good working relations with the community
- Attend workshops, conferences, and continuing education classes at the Director's request; maintain Paraprofessional Certification
- Compile monthly and annual statistical reports as they relate to the youth services department of activities.
- Supervisor youth services staff and volunteers

Library Operations:

- Perform circulation or reference desk duties, as needed
- Answer questions and assist patrons in the library, as requested
- Assist users with copier, microfilm reader/printer, computer, etc.
- Answer telephone and provide information and/or make referrals
- Other miscellaneous duties as requested

Minimum Requirements:

- B.A. degree in library sciences or library related field required
- Paraprofessional Certificate (within 5 years)
- Ability to work well with children
- Ability to work well with other staff members
- Effective verbal and written communication skills
- Knowledge of children's books and materials
- Ability to plan, organize, and coordinate work
- Filing and typing skills
- Ability to operate office equipment
- Ability to work with public
- Computer skills

Physical Effort and Working Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, occasionally required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Employee will average 3-5 hours per day of walking or standing. The employee will climb on step stools to reach top shelves and will need to have visual acuity sufficient to identify materials up to 90"

Noncontractual

Nothing in this position description should be construed as an employment contract. The Hopkinsville-Christian County Public Library reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.