

Job Title: Youth Services Librarian
Location: Cardington-Lincoln Public Library
Position Type: Full-time (35-40 hours/week) Non-Exempt
Accountable To: Library Director

Position Overview: A Youth Services Librarian performs professional library functions requiring specialized knowledge and expertise in all areas of public library services especially those areas relating to toddlers, school age children and young adults; parents, caregivers and educators. This position focuses on the development and management of the youth collection, youth related community outreach/programs and youth related reference responsibilities. The Youth Services Librarian acknowledges and accepts the Ohio Ethics Law and related statutes, respects confidentiality and maintains the integrity of the Cardington-Lincoln Public Library. This employee may act in the capacity of the Library Director during an extended absence of the Director.

PRINCIPLE PRIORITIES: Duties may be assigned or modified by Director.

General:

- Aspires to help patrons to become lifelong library users by introducing them to the wealth of library resources and enables them to use library services effectively.
- Sustains the dignity of patrons by giving them correct, non-judgmental and complete responses to their informational needs. Provides help where needed and respects patron's right to browse.
- Consults with peers on library matters, this may include staff meetings, webinars & workshops, etc.
- Keeps current on new library materials and technologies. Participates in short and long range planning for youth and general library programs.
- Participates in circulation tasks as needed, which may include checkouts, record keeping, opening and closing routines, reserves, sorting mail and other tasks associated with circulating materials.
- Assists patrons in the use of library equipment (e.g. photocopier, fax, computers, etc).
- Enforces library rules for the protection of library patrons and property.

SPECIFIC PRIORITIES:

Youth Services Area Responsibilities:

- Responsible for the Youth Services Department. Plans, organizes and implements (in accordance with the Library's Strategic Plan) services and materials for youth (ages pre-school through high school), educators, parents and caregivers, to instill a life long love of reading and learning.
- Maintains direct contact with community resource people so that children and adults working with children can be referred to appropriate library services.
- Provides research and assistance for homework assignments and individual pursuits, via the physical collection, Internet sources and interlibrary Loan.

- Composes Reader Advisories, bibliographies, book reviews, book-talks and library displays to increase access to library resources, motivate their use and promote reading and library programs.
- Provides Library tours, instruction on library skills, research skills and usage as needed.
- Gathers materials for teachers' and classroom use as requested.
- Maintains a neat, clean, functional and inviting youth area.
- Manages the youth area computer lab, including instruction for CD Rom programs, MS Office, Internet access and search strategies. Reports outages immediately.
- Prepares correspondence on procedural or informational matters especially related to the youth area and keeps the Director informed.

Youth Collection Management Responsibilities:

- Researches, evaluates, and manages the youth collection by reviewing, selecting, ordering, weeding and maintaining all of the materials in the youth room.
- Prepares procedural documentation on the process of reviewing, selecting, ordering, weeding and maintaining youth materials.
- Determines reading and interest levels and placement within the collection.
- Considers the opinions and requests of patrons in the development and evaluation of youth library collection.
- Consults with school district teachers to ensure materials for reading lists and school assignments are available in the library.
- Appraises and evaluates gift items to maximize the benefit to the library's youth collection.

Youth Reference Responsibilities:

- Assists youth in the use of the library, providing information services via the reference interview in person, by phone or online. Provides readers advisory service in reference.
- Understands and applies search strategies age appropriate to the critical thinking processes of children, to give youth access to information from the widest possible range of sources—children's and adult reference works, catalogs, indexes, electronic database searching, interlibrary loan, information and referral files, and/or referral to other agencies for reference information.

Community Outreach Responsibilities:

- Applies project management techniques to design, budget, develop, and implement a variety of onsite and offsite programming for youth of all ages. Examples include, but not limited to, Story Time(s), Summer Reading Program, after school programming, book talks, teen events, classroom/assembly visits, and community events.
- Actively participates in pursuing alternative funding sources to help fund the youth programs and purchases materials needed.
- Consults and collaborates with peers and actively recruits volunteers to participate in the planning, development, and implementation of programs. Trains and guides the activities of volunteers and staff participating in youth programs.

- Regularly promotes Library resources and programs through verbal communication, flyers, press releases, social media, library website, and other outlets suited for the target audience. Monitors all social media posts.
- Coordinates youth outreach programs with agencies being served.
- Collects and compiles statistical data and pertinent reports about the youth programs. Regularly evaluates the effectiveness of programs and adjusts offerings as indicated by the assessment.
- Collaborates with Director about the direction and scope of the youth programming and keeps the Director informed about the programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Masters in Library or Information Science degree from an ALA accredited program with emphasis on youth services preferred. Bachelor's Degree required. One to three years of experience in a library environment preferred.
- Knowledge and appreciation of children's and young adult literature, periodicals, audiovisual materials, websites, and electronic media.
- Ability to effectively present information and respond to questions from children, parents, teachers, patrons, coworkers and members of the community. Ability to apply active listening skills.
- Considerable initiative in devising new and original youth programs. Ability to plan and implement.
- Ability to remain flexible and positive in the mist of change.
- Typing ability and computer skills are essential. Working knowledge of social media platforms. Knowledge of available and emerging technologies and their application to youth services.
- Ability to learn specialized library skills.
- Ability to deal effectively with confrontational individuals and/or challenging situations.
- Valid Ohio driver's license and continuous insurability required.
- Schedule includes day time, evening and Saturday hours.

Working conditions and physical demands:

- Ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop.
- Ability to use hand and finger motion with enough manual dexterity to use computers, handle library items and perform with puppets.
- Lift up to 25#, or greater with assistance, and perform other efforts as identified with normal library work.
- Ability to talk with clarity.
- Specific vision abilities (adjusted) that include close and distance vision with good depth perception. Reasonable accommodations may be available.
- Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.