**JOB POSTING**

**Title:**  Children and Youth Librarian, serving the communities of Huntington Woods and Pleasant Ridge.

**Starting Salary:** $43,680 with annual increases.

**Benefits:** Vacation, sick, and holiday time, medical, dental and vision health care, health savings account, life insurance, 401a retirement plan.

**Status:**  Full-time, 40 hours per week, to include some evenings and weekends.

**Reports to:** Library Director

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Staff the children’s reference desk and provide reader’s advisory, computer, and other library assistance to patrons in the children’s area.
* Assist patrons in learning to use the TLN shared catalog, electronic resources, and the internet.
* Plan and lead active storytimes for babies and children ages 0-5.
* Develop programs for older elementary, middle school, and high school youth.
* Plan and attend outreach events at local elementary, middle school, and high schools.
* Promote children’s and youth activities through an active and engaging social media presence.
* Curate a vibrant children’s and YA collection through selection, weeding, and promotion of the collection.
* Maintain a welcoming and inviting look to the children’s and youth departments.
* Communicate with website administrator to ensure that the website is up-to-date for children and youth activities.
* Submit upcoming programming information to Huntington Woods and Pleasant Ridge newsletter coordinators.
* Maintain awareness of new developments and trends in the field of library service to children and youth.
* Maintain effective relationships with other staff, volunteers, community partners, and the public.
* Additional tasks in support of programs, training, and collection development as assigned.

**REQUIRED QUALIFICATIONS:**

* Masters degree in Library & Information Science from an American Library Association accredited graduate school.
* Demonstrated knowledge of library resources and procedures.
* Ability to work within a budget.
* Creativity in developing new library programs and resources.
* The desire to meet the public and serve people of all ages, backgrounds, and abilities.
* Ability to work independently and assume responsibility.
* Possess a communication style that is adaptable to the audience’s age.
* Knowledge of children’s and YA literature.
* Effective oral and written communication skills.

This job description is intended to convey only the key areas of responsibility; specific position assignments will vary depending on the needs of the library.

**TO APPLY:**

Answer the following questions in 250 words or less per question:

1. What do teens want most from their library and what kinds of programs will best meet those needs?
2. How can a library be a source of support to new parents?
3. What criteria do you use to insure your children’s collection meets the needs of the community you serve?

Please email your resume with references, cover letter, and answers to the above questions to Deb Hemmye at [dhemmye@hwoodslib.org](mailto:dhemmye@hwoodslib.org). Posting closes at midnight on Sunday, July 24, 2022.