

CITY OF EAST LANSING EAST LANSING PUBLIC LIBRARY JOB DESCRIPTION

AVAILABLE POSITION:

Youth Services Librarian

PAY RATE:

Starting salary \$46,831.56

HOURS PER WEEK:

40 hours per week. Includes night and weekend hours.
At-will position.

Reports to: Assistant Director/Head of Customer Experiences

Department: Public Services

PURPOSE:

This forty hour per week vacancy is for an energetic, team-oriented Youth Services Librarian with a strong knowledge of early childhood literacy and development; science, technology, engineering, arts, and math (STEAM) programming; and a commitment to excellent customer service. The Youth Services Librarian will develop creative STEAM and early literacy-based children's programming; staff the public service desk; provide proactive reference and technology instruction for all ages; represent the library in the community; and work as a liaison with local schools and community organizations. In addition, the qualified candidate will have the opportunity to creatively influence and shape the direction of library services for young people in the East Lansing area by making this position their own through expression of their commitment to public service and librarianship.

ESSENTIAL POSITION FUNCTIONS

1. Develop programming that supports the core mission of the library; in particular developing maker, science, technology-based and early literacy-based programs for children of all ages
2. Proactively provide customer service
3. Initiate the development and implementation of children's programs (both in the library and offsite) to increase awareness of library resources, encourage library use and promote STEAM-based education and early childhood literacy
4. Train staff who will help deliver children's programming
5. Maintain contact and cultivate relationships with the public, schools, teachers, daycare centers and community organizations for educational and promotional purposes relating to the library's children's services
6. Provide interactive and unique storytime and early childhood literacy activities

7. Coordinate volunteer activities as it relates to programs or support of operations
8. Train staff on early childhood literacy skills and development
9. Train staff on STEAM concepts and practices
10. Work with the Collection and Technical Services Librarian to develop and maintain an excellent children's materials collection
11. Demonstrate excellent critical thinking skills through sound decision making

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

1. Masters in Library and Information Science from an ALA accredited school
2. Experience developing early literacy and STEAM-based curricula and programs
3. Customer service experience
4. Experience developing and presenting programs for children of all ages
5. Experience with web technologies, social media, and other technologies
6. Strong leadership skills

Knowledge, Skills, Abilities and Personal Characteristics

1. Ability to translate children's and parents needs and interests into effective library services and programs
2. Knowledge and skills typically acquired through coursework in an educational program with emphasis on areas such as early literacy, teaching, child development, science, and program development
3. Knowledge of current STEAM and maker-based trends in library services for children
4. Knowledge about early childhood literacy and early childhood development
5. Ability to diffuse patron complaints and handle security issues
6. Ability to define problems, collect data, establish facts and draw valid conclusions
7. Interest in taking the library into the community by: collaborating with other organizations, promoting library services at non-library related functions, providing offsite programming, and conducting outreach in the local schools
8. Ability to quickly learn new technologies and integrate them into programming and outreach
9. Demonstrate skills in project and process management

PREFERRED QUALIFICATIONS

1. Experience working with children in an experiential learning environment
2. Experience teaching in an educational or youth setting
3. Experience or ability to write grants specifically to fund early childhood literacy and STEAM programs
4. Experience with new and emerging technologies

PHYSICAL DEMANDS

1. Ability to sit and stand and use computers for extended periods
2. Ability to lift and move up to fifty (50) pounds
3. Ability to push book trucks with up to 150 pounds of materials on them
4. Ability to perform repeated reaching, bending and squatting
5. Travel by automobile is required frequently

WORKING CONDITIONS

1. Majority of work performed in the library and the East Lansing community
2. Requires availability for extended hours as needed
3. Requires evenings and weekends
4. Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER