

PAW PAW DISTRICT LIBRARY JOB DESCRIPTION

TITLE: Youth Services Librarian

SCHEDULE: 40 hours per week, weekdays, some evenings, and weekends

SUMMARY: Under the supervision of the Library Director, provides library services for children 0-17, including programming, collection management, and outreach activities.

ESSENTIAL DUTIES

- Plans and presents youth programs
- Provides exceptional customer service to patrons of all ages
- Assists in the development and maintenance of youth collections
- Creates activities to promote young people's use of the library
- Provides reference and reader's advisory service to patrons of all ages
- Develops positive relationships with community groups and schools
- Contributes content to the library website, social media, and promotional materials
- Keeps records of, evaluates, and reports on youth service activities
- Performs circulation desk duties and assists patrons in the use of the library

SKILLS AND ABILITIES

- Ability to work well with children and families
- Excellent communication skills
- Knowledge of library practices and trends in youth service
- Ability to use technology effectively
- Ability to prepare and present information to large groups
- Knowledge of children's literature and culture
- Ability to collaborate with coworkers to achieve library goals
- Ability to organize and prioritize work

QUALIFICATIONS

- Bachelor's degree
- Successful experience working with youth
- Customer service experience

PHYSICAL REQUIREMENTS

- Ability to stand, sit, and walk for extended periods of time
- Ability to lift 50 pounds and push or pull up to 100 pounds on wheels
- Ability to work effectively in a fast-paced environment with frequent interruptions
- Vision and hearing abilities and manual dexterity sufficient to carry out the essential duties of the job

Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. This job description is not a contract between the library and the employee. It should not be considered an all-inclusive listing of work requirements. The library reserves the right to revise this job description at its discretion.