

Job Posting: Children/Youth Librarian

Position Summary

The **Millington Arbela District Library** is seeking a **Children/Youth Librarian** to plan and lead engaging programming for infants through teens. Under the supervision of the **Library Director and Assistant Director**, this role is focused on fostering a welcoming environment, creating meaningful educational experiences, and ensuring library services meet the needs of young patrons and their families. This position also includes general library assistant duties.

- **Schedule flexibility** is required, including evenings and weekends.
- **Starting pay is \$14.42** per hour and may vary based on experience / 15 – 20 hours per week.

Primary Duties & Responsibilities

Children/Youth Librarian Responsibilities

- Plan, organize, and lead **programming for infants through teens**, including:
 - Weekly **Storytime sessions / Monthly family night events**
 - **Summer Reading Program / Special events** and seasonal programs
- **Collaborate with schools and community organizations** to develop youth-focused programs.
- **Promote and advertise** library events for children and teens.
- Assist in **selecting materials** for children's and teen programs and spaces.

General Library Assistant Responsibilities

- Perform **circulation desk duties, shelve materials**, assist with **library loans**, and aid with **library services**.
- Operate **copying, faxing, and scanning** equipment and assist patrons with **computers**.
- Perform **general cleaning duties**, including sidewalk shoveling and taking out garbage.
- Other duties as assigned.

Minimum Requirements

- **High school diploma or GED**
- **Experience** working with children and/or teens in an educational, recreational, or library setting.
- **Knowledge of technology**, including computer systems and internet usage.
- **Strong communication skills**, both oral and written.
- **Teamwork skills** and the ability to work harmoniously with patrons and staff.
- Ability to handle **confidential information** with discretion.
- **Physical requirements**: Ability to bend, reach, lift up to **35 lbs**, and maintain mobility throughout the workday, including the ability to set up and assist with programs.
- **Reliable schedule and attendance** with flexibility to adapt to changing work situations.
- **Valid driver's license** and personal automobile for job-related transportation.
- Willingness to attend **community events** and professional development workshops.
- **Satisfactory criminal background check**.

This position offers an exciting opportunity to make a difference in the lives of young patrons by fostering a love of reading and learning. If you are passionate about youth services and creative programming, we encourage you to apply!

To apply, please submit resume, cover letter and (3) references to director@millingtonlibrary.info subject line, **[Name] Children/Youth Librarian by Wednesday, March 19th**.