

Camden Public Library

Job Title:	Youth Services Librarian
Reports to:	Youth Services Manager and Executive Director
FLSA Status:	Non-exempt
Full or Part Time:	Full time at 30 hours per week; Saturday hours required
Date Written:	June 6, 2017

Position Summary:

The Youth Services Librarian provides services for children and young adults and supports the Children's Librarian/Youth Services Manager. This position assists at the circulation desk when required and is responsible to the head of Youth Services and the Executive Director.

Essential Duties and Responsibilities:

- Develops and provides Saturday story hours, including selecting a theme, preparing the materials, sending out the publicity, and delivering the program
- Works in conjunction with the head of Youth Services to plan and implement the summer reading program, special programs, and all vacation programs.
- Gives reader and reference service to children, young adults and parents.
- Assists at the circulation desk several hours a week.
- Helps maintain the youth website and Google monthly calendar.
- Provides support and information to parents and children about books and related matters.
- Maintains the organization and appearance of the Children's areas; shelf-reading and facing books.
- Creates displays/bulletin boards etc.
- Teaches library skills and conducts library orientation for school groups as needed
- Does other tasks as are needed to help with the efficient operation of the library.
- Attends staff meetings and staff development training.

Non-Essential Duties and Responsibilities:

- Performs additional duties as assigned.

Knowledge and Skills:

- Service Orientation – Strong customer services skills; actively looking for ways to exceed customer expectations and solve problems to enhance loyalty.
- Interpersonal Skills – Ability to support and work well with co-workers.
- Knowledge of the practices and principles of library programs and operations.
- Strong sense of community's eclectic tastes and interests in multimedia formats for education and entertainment
- Organizational Skills – Using strong organizational and administrative skills.
- Teaching/Training – Demonstrated ability to train others on processes and procedures.

- Detail Orientation – Adept in meticulous attention to details of records and materials processing.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Attributes:

- General knowledge and interest in literature
- Strong interpersonal skills; friendly and professional in appearance and manner
- Service-oriented
- Strong communication skills
- Discreet
- Works efficiently in a well organized way
- Accurate and attentive to detail
- Able to multi-task

Physical Requirements and Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires prolonged standing, walking, sitting, speaking, hearing, seeing (including close vision, distance vision, peripheral vision, and focusing ability), reaching/stretching, crouching, along with occasional lifting up to 25 pounds.
- The environment is a standard office environment.

Education:

A High School education or the equivalent is required; Master's Degree in Library Science (MLS) or other post-secondary education preferred; a thorough knowledge of children's literature and library procedures is also preferred.

Work Experience:

Experience working with children is required.