

Youth Services Librarian

Summary

The Youth Services Librarian plays a key role in serving the educational, recreational, and informational needs of children, teens, and families within the community. This position is responsible for planning and delivering engaging programs, storytimes, and events; and creating a welcoming, inclusive space for young library users. The librarian works under the Youth Services Director to collaborate with schools, community organizations, and caregivers to support early literacy, lifelong learning, and positive youth development. Strong skills in programming, outreach, reader's advisory, and customer service are essential. This position is required to work a schedule that includes evenings and weekends.

Hours per week: 40-Full time

Employment Status: Non-exempt

Reports to: Youth Services Director

Starting pay: \$17.00/hour

Benefits include sick time, vacation time, floating holidays, paid holidays, and IMRF pension plan, life insurance, short term disability coverage, as well as medical, dental, and vision insurance

Duties & Responsibilities:

I. Community Outreach

- Plans and develops story times and Children's and Teen literacy programs
- Assists with Planning and development of annual Summer Reading Program
- Visits the schools and other community organizations as requested
- Creates passive program activities to generate interest in the YS section
- Conducts tours of the Library

II. Digital and Social

- Creates and maintains Children's and Teens' websites and social media to provide patrons with internet access to all upcoming YS programming and event information
- Oversees themes and creation of Bulletin Board outside of children's room and teen area
- Creates newsletters, flyers, and door signs, etc.

III. Other

- Weeds the children's and young adult collections
- Provides basic Reference and Reader's Advisory service to youth and adult patrons
- Assists with maintenance and supervision of model railroad table
- Assists in supervision of youth and adult volunteers in the YS area
- Assists with processing of all children's materials
- Assists at the circulation desk, as needed
- Attends at minimum 16 hours of continuing education courses each fiscal year
- Attends and participates in Staff meetings
- Creates thematic book displays for Teen and Juvenile materials using catalog lists to locate titles
- Completes Other duties as assigned

Necessary Knowledge, Skills & Abilities:

- Excellent knowledge of Young Adult and Children's literature, genres, and authors
- Public speaking skills should be adequate to promote children's and teens' services to the community
- Ability to effectively understand literacy needs and abilities of young readers and communicate with children and their parents to make reader's advisory recommendations based on collection content and digital resources
- Ability to effectively promote community interest at the local, state, and national level to foster relationships that improve the quality of services offered at the library
- Proficient at explaining/teaching Microsoft Office Suite software, internet searching, and library databases
- Familiarity with STEM topics to present specialized family and Summer Reading programs
- Familiarity with Lexile reading levels, other guided reading programs, books and authors, and general reference materials
- Ability to learn and use computer system and programs
- Ability to barcode items within the SHARE system
- Ability to establish and maintain effective working relationships

Qualifications for Employment:

Bachelor's or Associate's Degree preferred, experience in library or related field as well as experience working with children preferred. They will have an interest in and understanding of children and young adults in order to provide appropriate services.

--Adopted by the Library Board --10/15/19, 4/22/25