

Youth Librarian “Spark Igniter”

MANHEIM COMMUNITY LIBRARY

REVISED MAY 2017

Job Title: Youth Librarian

Pay Range: \$10.00 /hour

Hours per week: 22 hours (Tuesday – Thursday 9-2, every other Friday 10-5 & every other Saturday 9-4 -opposite weeks)

Immediate Supervisor: Director

General Description:

The Youth Librarian positions requires enthusiasm, creativity and independence. This position will plan, prepare and deliver children’s programs focused on early childhood learning and development skills on a regular basis and for special events. To encourage reading, you’ll help promote library programs focused on early literacy and act as a liaison to the schools, pre-schools, and day-care providers. You’ve got a flair for creativity which can be shown in book displays, organizing the children’s room, and on the bulletin boards that line our hallways to welcome our youngest patrons and their families to the library. What really excites you will be serving over 800+ kids for our Summer Reading Program lasting 10 weeks. With an interest in developing new skills and helping our team, you will be awesome!

Youth Librarian Basic Competencies:

1. Meet Basic Library Job Qualifications (see page two)
2. Knowledgeable of Children’s and Young Adult Literature
3. Engaging storytelling technique focused on early literacy-based practices
4. Enjoys working with children, young adults and their parents/caregivers
5. Must have a valid driver’s license and reliable transportation as some programming and meetings takes place off-site
6. Able to carry and transport materials to an off-site location
7. Able to supervise activities, the library, Intern and volunteers
8. Able to demonstrate basic library-use skills including but not limited to alphabetizing and numerical ordering
9. Must be able to use a computer – Outlook, Microsoft Outlook, Social Media
10. Able to assist patrons find library materials
11. Associates’ Degree in early childhood or other related field or at least 3 years active experience in an education or early childhood environment.

Primary Duties

1. Develop, implement and evaluate children's programs focused on early childhood literacy and development skills on a regular basis and for special events
2. Plan, Promote, and Implement the 10-week Summer Reading Program in coordination with the Library System of Lancaster County
3. Promote library programs focused on early literacy and act as a liaison to the schools, pre-schools, and day-care providers. Actively pursues and nurtures partnerships and opportunities.
4. Maintain depository collections at off-site locations
5. Create enticing book displays and bulletin boards to generate a welcoming environment in the Children's area
6. Assist Library Director with collection development, including selecting, ordering and deaccessioning materials
7. Participate in trainings and monthly meetings
8. Provide oversight to volunteers and Summer Intern
9. Provide Director, Community Relations Coordinator, and Circulation Staff timely information about Youth programs and events

Secondary Duties

1. Provide Circulation Duties as necessary
2. Awareness of Library Programs and Events
3. Assign reading classifications to Juvenile Reader books
4. Cooperates as a team member in performing essential library duties and special projects
5. Additional duties as requested by the Director

Decision Making Authority

Operates under the general direction of the Director. Has the authority to make decisions regarding the operation of the circulation desk and children's department within the limits set by the Director. Supervises the Youth Services Intern

BASIC MINIMUM LIBRARY JOB QUALIFICATIONS
FOR ALL POSITIONS **REVISED 2017**

- Able to obtain current PA Child Abuse and Criminal Record Clearances as well as FBI Criminal Background check
- High School Diploma
- Able to type and file accurately
- Able to learn the basic level library computer circulation skills within the three-month probation period
- Able to learn the specific skills of the assigned position and attend training programs available for the position
- Able to work pleasantly and knowledgeably with the staff and the public
- Able to give and follow written and oral instructions
- Able to work independently and make decisions within established guidelines
- Able to climb 2-step stools; lift, carry, and shelve library materials above the shoulders and below the knees
- Possess the manual dexterity and coordination required to process materials

General Physical Effort & Stress Levels
(Individual Positions May Vary)

	High	Medium	Low	None
Lifting	x			
Walking	x			
Manual Dexterity	x			
Standing		x		
Climbing		x		
Visual	x			
Limited Movement or change of position	x			

I, _____, have read the above job description and maintain my willingness to comply with the duties as outlines. I further understand that I may be called upon to assist patrons or perform other duties as various needs arise.

Employee

Date

Supervisor

Date