

Youth Services Specialist, Ages 0-11

Full-time: 35 hours/week including some evenings and weekends

Salary

Compensation is contingent upon experience and education. Benefits include vacation, holiday, and sick leave; OPERS retirement; life insurance; eligible for health insurance

Qualifications

- Undergraduate degree preferred
- Professional library experience preferred, or equivalent experiences indicating an ability to assume the responsibilities involved
- Excellent customer services and communication skills, as well as attention to detail
- Provide own transportation in fulfillment of job duties

Job Responsibilities

Under the supervision of the Director, the Youth Services Specialist is responsible for managing and promoting children's materials, and planning and facilitating children's programming, among other things. An interest in this genre, as well as excellent communication and computer skills are required.

Duties include but are not limited to:

- Regularly select children's materials for purchase; research authors and keep records to maintain collection continuity and quality
- Manage the Children's Room, including creating children's book displays and rotating toys
- Manage the Children's Collection, including selecting, purchasing, and weeding materials as necessary
- Plan and facilitate all children's programming, including the Children's Summer Reading Program
- Maintain a purchasing budget and keep program participation records
- Maintain communications and regularly visit the Milton-Union Public Schools to promote programs and services to staff and students
- Participate in community events as a representative of the library
- Participate in continuing education activities to foster professional and personal growth
- Participate in regular staff duties which include but are not limited to: pack and unpack materials for daily shipment, checking accuracy of new items, circulation desk duties: helping patrons, checking in and out materials, shelving materials and neatening library spaces

Job Requirements

- Interest and experience working with this genre and population
- Ability to deal tactfully and courteously with the public, and to establish and maintain effective working relationships with coworkers
- Ability to interpret community interests and needs, and to aid in planning appropriate library services and programs
- Excellent oral and written communication skills, interpersonal skills, and organizational skills
- Experience with computers and other common office equipment
- Ability to work with limited supervision
- Knowledge of Library policies, services, and programs
- Physical agility and strength to bend, reach, lift, and carry up to 25 lbs.

Interested persons should submit a cover letter and resume to Katy Miller at kemiller@seolibraries.org. Applicant information received before Monday, December 30 will be given first consideration.