

Position Title	Youth Librarian
Position Status	35 Hours/Full-time
Reports to	Library Director
Position Overview	<ul style="list-style-type: none"> • Using reviewing sources and other tools, develops the collection of all juvenile material types for patrons ages 10-20. • Plans, promotes and implements programming in the Youth Services Department, including summer reading programs, teen clubs and school tours for patrons ages 10-20 • Coordinates with Children's Librarian on collection development and programming for ages 8-12 as needed • Assists patrons in the use of library services, facilities and equipment • Interprets library policies for patrons and staff • Coordinates Youth Services Department activities with Children's Librarian and other library department staff • Does outreach in area schools and organizations
Duties include, but are not limited to	<ul style="list-style-type: none"> • Performs clerical library functions • Responds to and resolves patron concerns and problems in a timely manner, and using independent judgment when necessary • Provides information to the public on library policies and procedures • Creates displays and associated print and electronic publicity materials • Monitors and orders supplies as needed for the department • Compiles reports and statistics as required by the Director and STLS • Maintains and updates Children's collection, including discarding of out-of-date and worn materials • Represents the library at professional meetings, workshops and conferences • Manages departmental budget for collections, programs and supplies • Assists with collection development of graphic novels, games and media
Required Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of child development and age-appropriate activities • Strong knowledge of children's literature and academic resources (print and non-print) • Good knowledge of technology and library software • Tact and courtesy in dealing with the public and staff • Exhibit qualities of initiative, good judgment and adaptability • Good working knowledge of WordPress software and Microsoft Office Suite • Ability to use social media, including posting and uploading photos • Ability to perform short and long range planning • Ability to collaborate and work closely with others
Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent • Library and/or youth programming experience preferred • Associates Degree preferred