Silver Lake Public Library

Job Description

Youth Librarian

**Reports to:**

The Library Director and performs tasks assigned by the Library Director

**Essential Abilities and Knowledge:**

* Basic knowledge of library procedures and practices and be willing to learn new procedures or technique.
* Be familiar with computer technology and troubleshooting technical problems.
* Must be able to communicate with the public and other library staff or volunteers in a professional and friendly manner.
* Be able to effectively read, have knowledge of English skills and understand patron requests and questions.
* Must be able to carry out assigned tasks to meet deadlines.
* Knowledgeable about Library services and stays up-to-date on resources available to patrons.
* Basic math skills including addition, subtraction and ability to count money and make change.
* Be able to establish and maintain effective working relationships with co-workers and the general public.

**Key Responsibilities:**

* + - * Greets and assists library visitors
			* Check in and check out library materials through the NEXT software system
			* Provide basic reference service
			* Assists patrons with use of library equipment and computers
			* Assists with opening and closing procedures
			* Explains and enforces library policies and procedures to patrons in a manner that ensures positive customer relations.
			* Fills in at circulation desk as necessary
			* Attend staff meetings as scheduled

**Principal Duties as Youth Services Librarian:**

* Creates and implements programs for the youth in the community: Early literacy (ages 5 and under), school-aged children and teens
* Provide quality programs to youth of all ages, including the Summer Reading Program and Winter Reading Program
* Utilize the Beanstack software for reading challenges throughout the year
* Responsible for creating and setting up displays for children’s and YA areas
* Responsible for the upkeep of the information about the youth programing on the Silver Lake Public Library’s website.
* Maintains all youth spaces including bookshelves, play area, and programming area
* Responsible for coordinating volunteers for youth activities
* Develop and implement outreach programs for youth of all ages
* Responsible for collection development for children’s and teens areas, including the selection and weeding of items.
* Responsible for statistics collection and reporting for children and YA activities
* Assists with project management
* Participates in long range planning of library services
* Attends professional workshops and training seminars
* Performs other duties as assigned by the Director

**Physical Demands:**

* Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching.
* Lifting or carrying of library materials – 40 pounds or less.
* The employee must frequently push, pull, and maneuver full book carts.
* Handling and shelving books.
* Use of fingers for keyboarding, filing, sorting, processing and shelving.
* Ability to access materials from shelves which may be over head or those which may be below waist level.
* Must be able to work at a counter used for customer interactions.

**Qualifications:**

* High school diploma required; undergraduate college degree or three years library experience preferred
* Public service experience required
* Knowledge of child development and children and youth literature or experience working with youth required
* Must be people-focused and have strong interest in working with children and youth

**Hours and Benefits:**

* **Full-Time position**
* Includes evening and weekend hours
* Sick leave prorated hours earned each month
* Vacation hours prorated after one-year employment

*The above statements reflect the general details considered necessary to describe the essential duties of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

Updated 11/11/2021 edited 10/14/2022 Edited December 2 2022

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_