Children’s Librarian

Must have good general work habits: For example reliability, initiative, good productivity

**General Job description:**

Provides library services to children from birth through elementary school. Services include planning and conducting story hours, planning and promoting summer reading programs and special programs, selecting children’s books, helping children with reference questions or computer use, giving guidance to parents, and coordinating with the schools to prepare for assignments on special topics, colaberate with the teen librarian to coordinate programming and work with the Director in long-range planning for children’s services and the library.

Essential Functions:

1. ***Storytimes***

A. Conducts Babytime storyhours during the school year for 0-19 months

B. Conducts Toddlertime storyhours in segments through the school year for 20-36 months

C. Conducts Storytimes for preschoolers 3-5 years of age in segments through school year

D. Plans and conducts special story hours for day care & other groups

E. Plans and conducts summer story times for babies, toddlers and preschoolers.

***2. Programming***

A. Plans and conducts the summer reading program, including:

1.) Raising funds by letter and some person to person or calls

2). Finding, purchasing, collecting prizes

3). Locating and scheduling performers for special programs

4). Planning and implementing reading logs, activities, and prizes

5). Planning and conducting an end-of-summer party for participants

B. Plans and holds other special programs

 1). Family programs

 2). Young children- under middle school age

3. ***Collection development***

A. Selects children’s books, recommends other media to Director

B. Weeds children’s collection

Maintains children’s section in proper order

***Working with patrons and doing related tasks***

A. Assists children with their reference questions

B. Assists children with computer use

C. Prepares handouts, displays, bulletin boards & other promotional materials

D. Assists at Circulation Desk when needed

E. Update website using WordPress

F. Does other duties as assigned by the Director

This is a part-time job, 30 hours per week. Some evenings and Sundays

The Library offers paid vacation beginning in year 2.

Paid holidays off.

Qualifications:

Ability to read, write, do basic math

Computer literate including graphics

Ability to successfully interact with the public

College degree required, MLS preferred

At least 2 years of previous work with children required