Position Title

Children and Teen Services Librarian

Purpose: To provide library services to children and teens. Duties include planning and conducting programs which would include programs for babies (ages 1yr to 2yr.), toddlers (3-4) and preschool (4-5). Also programs for children grades 1-5, Tweens grades 6-8, and Teens 9 and up. Other duties include helping children with reference questions, on computers, coordinating with schools and parents and long term planning for children and teen services with the Director.

Essential functions:

 Programming:

1. Plan and conduct weekly children and teen programming
2. Plan and conduct a seven week summer reading program
3. Year round planning & preparation
4. Raising funds to meet expenses
5. Scheduling performers for Summer Reading programs
6. Promoting the program at the schools
7. Prepare and implementing reading logs, activities and prizes
8. Plan and conduct an end of Summer Reading party
9. Have a goal of increasing number of participants and books read each year
10. Plans and/or conducts performers and other programs for children and teens throughout the year

Collection Development:

1. Select books, videos, audio tapes and cd’s for the Young Adult and Children’s collections
2. Weed the Young Adult and Children’s collections
3. Keep sections in order
4. Keep in touch with trends, fads and events that will effect collection development

Prepare handouts, displays, bulletin boards and other promotional materials

Educate children and teens in how to use the library’s resources

Enforce library policies and procedures

Assist at circulation desk as back-up when needed

Other duties as assigned by the Director

Attend monthly staff meetings

Able to work night and weekends as needed

Qualifications:

 Education

1. Minimum of a Bachelor’s Degree in Childhood Education
2. Prefer Masters Library and Information Science with specialty in Children’s Services

Work Experience:

1. Minimum: Entry level-Consult with some experience of working with children and teens
2. Prefer: At least one year experience working with groups of children

Other:

Must have the ability to read, write, have basic math and computer skills

Must be able to count money, make change and balance cash receipts

Must be able to interact with the general public

Must have ability and enjoy working with children and teens

Must be creative and able to work independently or in a group