

CITY OF EAST LANSING

EAST LANSING PUBLIC LIBRARY

JOB DESCRIPTION

AVAILABLE POSITION:

Youth Services Specialist

PAY RATE:

\$18.61 per hour

HOURS PER WEEK:

28 hours per week. Includes nights and weekend hours.
At-will position.

Reports to: Head of Programs and Outreach Services

Department: Public Services

PURPOSE:

Twenty-eight (28) hour per week vacancy for an energetic, team-oriented Youth Services Specialist with a strong knowledge of early literacy; childhood development; science, technology, engineering, arts, and math (STEAM) programming; and a commitment to excellent customer service. The Youth Services Specialist will develop creative STEAM, maker, technology-based, and early literacy-based children's programming; staff the library's public service desk and offsite Maker Studio (ELPL Maker Studio 2.0); provide proactive reference and technology instruction for all ages; represent the library in the community; and work as a liaison with local schools and community organizations.

ESSENTIAL POSITION FUNCTIONS

1. Develop programming that supports the core mission of the library; in particular developing maker, science, technology-based and early literacy-based programs for children of all ages
2. Proactively provide customer service
3. Initiate the development and implementation of children's programs (both in the library And offsite) to increase awareness of library resources, encourage library use and promote STEAM-based education within the library
4. Train staff who will help deliver children's programming
5. Maintain contact and cultivate relationships with the public, schools, teachers and community organizations for educational and promotional purposes relating to the library's children's services
6. Provide interactive and unique story time and early childhood literacy activities
7. Coordinate volunteer activities as it relates to programs or support of operations
8. Train staff on early childhood literacy skills and development

9. Train staff on STEAM concepts and practices
10. Work with the Collection and Technical Services Librarian to develop and install an early literacy and parenting collection in the children's area
11. Collaborate with the Collection and Technical Services Librarian to perform collection development and maintenance of the children's collections

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

1. Bachelor's degree in early childhood education, elementary education, science education, child development, art Education or a related major supplemented by relevant work experience
2. Experience developing early literacy and STEAM-based curricula and programs
3. Customer service experience
4. Experience developing and presenting programs for children of all ages
5. Experience with web technologies, social media, and other technologies
6. Strong leadership skills

Knowledge, Skills, Abilities and Personal Characteristics

1. Ability to translate children's and parents needs and interests into effective library services and programs
2. Knowledge and skills typically acquired through coursework in an educational program with emphasis on areas such as early literacy, teaching, child development, science, and program development
3. Knowledge of current STEAM and maker-based trends in library services for children
4. Knowledge about early childhood literacy and early childhood development
5. Ability to diffuse patron complaints and handle security issues
6. Ability to define problems, collect data, establish facts and draw valid conclusions
7. Interest in taking the library into the community by: collaborating with other organizations, promoting library services at non-library related functions, providing offsite programming, and conducting outreach in the local schools
8. Possession of excellent critical thinking skills and the ability to make sound decisions
9. Ability to quickly learn new technologies and integrate them into programming and outreach

PREFERRED QUALIFICATIONS

1. Masters in Library and Information Science preferred, but not required
2. Experience working with children in an experiential learning environment
3. Experience teaching in an educational or youth setting
4. Experience or ability to write grants specifically to fund early childhood literacy and STEAM programs
5. Experience with project and process management
6. Experience with new and emerging technologies

PHYSICAL DEMANDS

1. Ability to sit and stand and use computers for extended periods
2. Ability to lift and move up to fifty (50) pounds
3. Ability to push book trucks with up to 150 pounds of materials on them
4. Ability to perform repeated reaching, bending and squatting

WORKING CONDITIONS

1. Majority of work performed in the library and the library's offsite Maker Studio location and in the greater East Lansing community
2. Requires availability for extended hours as needed
3. Requires evenings and weekends
4. Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

APPLY: East Lansing Public Library
Attention: Jill Abood, Head of Programs and Outreach
950 Abbot Road
East Lansing, MI 48823

Please fill out the general employment application at:

<http://www.cityofeastlansing.com/Home/Departments/HumanResources/Applications/> and include resume and cover letter.

DEADLINE: June 1, 2015

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER