

# Bath Township Public Library

## Youth Services Librarian Job Description

Description: Under the supervision of the library director the youth service librarian plans and conducts the children's programs for birth through teen. They are responsible for maintaining the children and teen collection. They are in-charge of ordering supplies and materials for the children area. This position does require nights and weekends. The person in this position will work 35 hours a week.

### Responsibilities:

- Plans and executes programming for the youth of the community
- Selects materials for the children's area and the young adult room
- Promotes and publicizes library events and programs
- Considerable knowledge of Microsoft Office programs and internet use
- Possesses an understanding of early childhood development
- Able to work with problem situations
- Works well with parents, teacher, and staff
- Coordinates with community groups, day care centers, and local school systems
- Organizational skills
- Conducts outreach
- Performs other duties as assigned by the director

### Knowledge, skills and abilities:

- High School diploma
- Experience working with children
- Working knowledge of library principles and practices
- Protects patron and staff privacy
- Understands computers
- Works in a pleasant and cooperative manner
- Works independently and takes initiative to successfully complete duties
- Enjoys using library materials
- Ability to follow written and oral instructions
- Ability to maintain accurate files and records that will require typing
- Must be accurate with mathematical computations, such as counting money and making change
- Sort and file alphabetically
- Lift 50 pounds

### Salary:

Wages are based on experience.

### Benefits:

Benefits include health insurance, PTO and paid holidays.