



Schuylkill Valley Community Library

Job Description – Youth Librarian

General Position Description:

The Youth Librarian is responsible for developing engaging programming for youth, teens, and their families in addition to providing additional library support as required. This individual directly reports to the library director. This is a part time position at 35 hours per week overtime exempt.

Position Title: Children's Program Coordinator (Part-Time)

Hours: Flexible, 35 hours per week.

Reports To: Library Director; all staff ultimately report to the Library Board of Trustees.

Rate of Pay: \$10-13 per hour, dependent upon experience.

Youth Librarian Essential Functions:

- Responsible for planning, promoting, and implementing literacy-based storytimes and events including the annual youth Summer Reading Program.
- Creates attractive displays, bulletin boards, signs, and various promotional materials appealing to youth. Notifies the press about upcoming programs and events.
- Attends monthly BCPL youth services meetings and additional-workshops and seminars as required.
- Selects and orders materials for the youth collection, ensuring adherence to the allocated annual budget.
- Identifies potential sources of funding and prepare grant applications to secure support for collection and programming initiatives.
- Delivers outreach programs to various children's groups, potentially including preschools, schools, and other community organizations.
- Creates and maintains online outreach efforts targeted at engaging patrons through the SVCL website, an online calendar of events, and social media platforms.
- Performs reference services and reader's advisory for all ages. Support circulation staff as needed.
- Ensures timely and accurate communications regarding youth matters to staff members.

- Purchases supplies for youth programming and maintains an inventory in a well-organized manner.
- Performs additional duties as assigned by the Library Director.

Marketing and Programs

- Supports the library director in managing the library website and social media platforms, while also aiding in the development, direction, and execution of marketing services.
- Represents the library at community events and in community organizations actively promoting library services through demonstrations, presentations, and engaging displays; maintains positive working relationships with partner institutions.

Circulation

- Provides outstanding internal and external customer service. Demonstrates a positive attitude and supports library goals and objectives.
- Responds to disruptions to the library environment and problematic situations in accordance with library policies.
- Provides desk coverage as needed.
- Assists with circulation or other patron services as needed.
- Assists in evaluating and maintaining the children's collections and makes recommendations for collection development based on community needs, usage levels, and relevance of materials.

Knowledge, Skills and Abilities:

Skills and Abilities:

- Strong interpersonal skills, including the ability to interact in a positive manner with coworkers, the Director, and general public.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to establish efficient, realistic plans that clearly convey the mission and philosophy of the Library, set priorities and communicate. Share, evaluate, and measure information and plans.
- Ability to set priorities and coordinate multiple projects. Adapts to multiple demands and changing priorities.

Qualification & knowledge:

- Practical experience of professional public library principles, practices, functions, methods, and administration.
- Strong grasp of reader interest levels, books, authors, and reference sources

- Familiar with automated library circulation systems and online databases
- Possesses broad knowledge of youth literature, authors, and illustrators, including both classic and modern material.
- Demonstrates strong commitment to providing exceptional customer service. Possesses an enthusiastic and extroverted demeanor, fostering positive relationships with children of all ages and their caregivers.
- Ability to exercise independent judgment, reliability, and maintain confidentiality
- Proficient in PC operations, including Microsoft Office applications and adept internet searching skills
- Possesses a flexible schedule
- Public library experience preferred.
- Strong ability to handle interactions with the public and possesses strong communication skills, both verbally and in writing.
- Marketing and personnel management experience preferred.

Physical Environment

- The duties of this job include physical activities such as reaching, standing, walking, keying, grasping, talking, hearing/listening, seeing/observing, repetitive motions, climbing, pushing, pulling, stooping, crouching.
- Employees must frequently lift and or move 35 pounds.

Education or formal training:

- High School Diploma or GED equivalent required.
- Bachelors in education, library or childcare related fields preferred, but will consider all qualified applicants.
- FBI and PA Criminal Background Checks and PA Child Abuse Clearance must be provided.
- A valid PA Drivers license is required.

Resumes will be accepted until the position is filled.

Please submit all available clearances and resumes to sveldirector@gmail.com

Employee Signature:

Date: