



The Alice Baker Library is seeking a creative and dynamic Youth Services librarian.

The ideal candidate enjoys working with children and teens, thrives on constant change and continuous improvement, and embraces new technologies.

This position averages 40 hours per week at \$17 an hour. A generous benefits package is included.

**Typical responsibilities of position:**

- Provide age appropriate children's and teen programs and events
- Assist customers with technology and provide reader's advisory guidance
- Act as a liaison to the community, organizations, schools, etc.

**Duties and responsibilities include, but are not limited to:**

- Demonstrate creativity when working with children and teens and enjoy trying out new ideas
- Plan, implement and evaluate year-round engaging programming for children and teens and adhere to program budget
- Participate in long range planning of programming, collections, and services
- Promote outstanding internal and external customer service; have a positive attitude and support library goals and objectives
- Create and implement youth reading challenges.
- Learn how to navigate, operate, and manage Beanstack.
- Learn how to navigate, operate, and manage remote communications platforms (Zoom and Facebook Live)

**Knowledge and Abilities:**

- Strong public service attitude and ability to relate to and communicate with children and teens
- Is eager, excited, and enthusiastic to work with children and teens
- Ability to work independently, organize, and prioritize tasks
- Respond to varied/changing work demands and make sound decisions
- Must be proficient and comfortable with the changing nature of technology
- Must be able to record, edit, and post videos.
- Excellent communication skills, both oral and written.

### **Physical Demands of the Position :**

Employee must be able to:

- Sit, stand, walk, climb, stoop, bend, twist, and reach
- Lift and carry 50 pounds or less
- Handle picking up and shelving books
- Push and pull objects weighing 60 to 80 pounds on wheels
- Must be able to transport oneself to work-related meetings, workshops, conferences, etc.
- Vision requirements include close vision and ability to adjust focus

### **Environment and Working Conditions :**

- Primarily an inside work environment, generally not remote
- Ability to work a flexible schedule that will include days, evenings, and weekends

### **Education and Experience:**

- The ideal candidate will possess an American Library Association accredited Master's degree in Library and Information Science; experience working with children, teens and parents
- Any equivalent combination of experience and training will be considered
- Previous customer service experience is preferred
- A strong background in marketing and web site maintenance preferred
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development
- Demonstrated proficiency with electronic databases, Microsoft applications, social media and mobile technology, especially as it relates to digital resources

**NOTE: This position description is intended to give an overview of the nature and level of assignments normally given to this position. It is not an exhaustive list of duties. Additional related duties may be assigned.**

To apply, please send a letter of application, resumé, and a completed job application including three references to Alli Chase, Library Director, Alice Baker Library, P.O. Box 520, Eagle, WI 53119 or by email to [chase@eagle.lib.wi.us](mailto:chase@eagle.lib.wi.us). No phone calls, please. Complete information including the job description and application may be found on the library's web site at <https://www.alicebaker.lib.wi.us> or be picked up at the library at 820 E. Main Street, Eagle, WI 53119. Position open until filled. Preference will be given to applications received by Friday, April 1, 2022. As a condition of employment, the successful candidate must pass a background check.

**EEO Statement:**

At the Alice Baker Library, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.