



820 East Main Street – Eagle, WI 53119  
(262) 594-2800  
[www.alicebaker.lib.wi.us](http://www.alicebaker.lib.wi.us)

The Alice Baker Memorial Public Library (ABML) is seeking an enthusiastic, creative and community oriented youth services librarian to join our team. ABML is located in Eagle, Wisconsin, just minutes away from Old World Wisconsin. The library is part of the Bridges Library System, a consortium of 24 libraries. The ideal candidate should have a genuine interest in serving children and families, an understanding of early literacy, and have a passion for creating innovative library programs for children and teens. We are open to considering non-MLS candidates with comparable experience or those about to finish their degree.

Position: Youth Services Librarian, Full-Time

Wage: \$35,000 annual salary

Benefits: A generous benefits package is included.

Accountable To: Library Director

#### SOME OF THE ESSENTIAL DUTIES:

- Initiates the development of and implementation of teen and children's programming to increase awareness of library resources and encourage library use.
- Participates in collection development in assigned areas with responsibility for selection, weeding and promotion of collection use.
- Creates displays and highlights new materials
- Creates and implements youth reading challenges, including the Summer Reading Program.
- Maintains statistics and prepares reports.
- Serves as librarian-in-charge, as assigned

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with the public with a strong customer service orientation.
- A genuine appreciation for youth from birth through high school and comfort in working with youth both individually and in groups
- Comfort with using and facilitating usage of new technologies needed to engage preteens and young adults
- Savvy social media skills and an awareness of popular trends
- Ability to assist library customers with basic troubleshooting of common software products, operating systems, browsers and other technologies associated with library services (including handheld devices, e-readers, laptops, tablets, etc.)
- Ability to work independently, organize and prioritize tasks

- Ability to respond to changing work demands and make sound decisions
- Knowledge of library practices, procedures, techniques
- Knowledge of literature, media and resources for ages 0 – 17 years
- Knowledge of books, reader's advisory and reference work for all ages
- Knowledge of standard practices of social media platforms for marketing use.
- Familiarity with current technology, i.e. advanced computer literacy, Internet searching and evaluation skills, competent in MS Office programs and Google Docs.

#### ENVIRONMENT AND WORKING CONDITIONS:

- Primarily an inside work environment
- Ability to work mornings, afternoons, evenings and weekends

#### QUALIFICATIONS:

- Master's degree in library science from an ALA-accredited library school preferred.
- A valid driver's license is required.

The Alice Baker Memorial Public Library is an equal opportunity employer. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned.

To apply, please send a cover letter, 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. The job description and application may be found on the library's website at <https://www.alicebaker.lib.wi.us> or picked up in the library. Position open until filled.

\*As a condition of employment, the successful candidate must pass a background check.