



**Alice Baker Memorial Library
Youth Services Librarian**

Title: Youth Services Librarian

Under Supervision of: Library Director

Schedule: Full time with up to 40 hours per week including morning, afternoon, evening, and weekend hours.

Benefits: Wisconsin Retirement & Health Insurance

FLSA Status: Non-exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Alice Baker Memorial Library Director, this position supervises and coordinates the work and activities of the Youth Services area and provides professional library services to assure effective children's and teen library services. Manages the budget allocated to the Youth Services department. Plans, coordinates, and performs children's programming and outreach activities to assure the most efficient use of resources. Advocates for Youth Services and acts as a liaison with schools and other agencies and organizations within the community. Performs other related duties as assigned. Casual business attire required.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Youth Services: Children and Young Adults

- **Oversees collaboration and outreach staff and volunteers in the provision of services to youth**
- Create and evaluate year-round engaging programming for children and teens and adheres to program budget
- Research and correspond with performers and attendees
- Purchase supplies for programs and CLSP Promotional Materials within allocated budget
- Create and implement youth reading challenges each year
- Keep up to date with popular culture, technological advances and on-line platforms of interest to children, teens and families

- Contribute to the development and maintenance of the children and teen library collection and manage those budgets
- Attend regular educational opportunities, continuing education related to child development and meetings to keep informed about current trends, guidelines, library system activities, information and resources
- Work with FABLE to ensure donations for programs and volunteer requests
- Solicit prizes and support from our community businesses and agencies
- Select children's materials from review sources. Maintains collection through periodic review and weeding of worn or non-circulating materials
- Create displays to enhance the library experience and to promote use of library resources
- Assist in the creation of promotional materials
 - Deliver program promotional materials to schools
 - Gather and deliver library materials for school staff and students.
- Create program entries in Polaris to promote programs
- Contact schools and organizations to promote library services and programs and work with Eagle Elementary School each year to issue library cards to 4K-5k students
- Collaborate with the Director on ABML Summer Youth Reading programs.
- Perform reference and reader's advisory services in person, by telephone, by email, and/or through social media
- Identify, evaluate and apply for grant opportunities
- Compile statistics on attendance of all programs throughout the year for the annual report and for the summer reading programs
- Plan and present programs to adults to inform them of the library's resources and services for children and young adults
- Serve as a resource to adults who work with children and young adults
- Partner and collaborate with schools, businesses, nonprofits, and community organizations in Eagle

Circulation

- General circulation duties, including shelving, creating library cards, checking items in and out, handling incoming and outgoing transit, etc.
- Purchase with Director's approval, library resources, office supplies, programming supplies, promotional materials, etc.
- Report to and discuss with the Director any concerns, library content or collection concerns raised by patrons/clients

Other Duties as Assigned with the Director's Approval

- Assist library customers with resumes, job searches, internet use and basic word processing
- Direct and lead Youth volunteer groups
- Attend quarterly-paid all staff meetings
- Serves as Librarian-in-Charge as assigned by the Director

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrate excellent oral and written communication skills
- Demonstrate outstanding customer service skills
- Ability to work independently to meet deadlines in creating and carrying out age-appropriate programs and other assignments
- Ability to establish and maintain effective working relationships with staff and outside agencies
- Ability to work cooperatively and collaboratively with staff and patrons
- Work closely with Director on:
 - The development of new Alice Baker Memorial Library (ABML) programs
 - Outreach on appropriate programs to the community, Palmyra-Eagle Area School District and surrounding libraries
- Join other staff in monitoring public safety practices in the library and on library grounds and make recommended changes to the Director
- Participate in interviewing new employees when directed by the Director
- Recommends to the Director policy and/or program revisions/upgrades
- Present to and instruct staff in staff meetings or staff training sessions on new programs, materials, procedures and upcoming ABML sponsored youth programs and/or activities
- Attend monthly Board of Directors meetings to report on Youth Librarian activities and programs

QUALIFICATIONS AND REQUIREMENTS:

- M.L.S. Preferred (Master Degree in Library Science from an ALA accredited Institution preferred.)
- Keyboarding and general office experience.
- Knowledge of standard office software: Microsoft Windows, Office, Outlook, etc.
- Knowledge of Dewey Decimal system and/or library experience preferred.
- All applicants are subject to a background check. Employment is contingent on passing this requirement.

PERSONAL ATTRIBUTES:**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, this position is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel; talk and hear
- This position may require this staff member to remain in a standing position for extended periods of time

- This position is required to push and pull 100-pound carts and lift objects weighing up to 50 pounds
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus
- Work is performed inside a typical interior/office work environment
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals
- All employees are expected to wear casual business attire and be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear and closed-toe footwear.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Eagle.

My signature below indicates that I acknowledge that I have received a copy of the Alice Baker Memorial Library position description for the Youth Services Librarian Position.

Employee Signature

Date

Director Signature

Date

ABML Library: Youth Services Librarian Job Description
Updated: 02/23/2023

Revision
History:
9/11/2023