

## Job Posting

**Youth Services Librarian:** Under the supervision of the library director, the Youth Services Librarian provides services to children 0-12, including programming, collection development, outreach, and operations. The ideal candidate will be an energetic team player who enjoys creating an exceptional library experience for children and their families.

**Hours:** 40 hours per week, including Wednesday evenings and Saturdays on a rotating schedule

**Wages and Benefits:** \$18-\$23 per hour depending on qualifications, vacation, sick, personal, holiday pay, and stipend for additional benefits.

### Essential Duties

- Plans, presents, and evaluates programs for children K-5, and assists with early literacy programs as needed
- Creates displays, bibliographies, and activities to engage library visitors
- Selects material for the youth collection and weeds collections as assigned
- Provides reference and reader's advisory services to children and adults
- Participates in community outreach and communicates regularly with schools
- Staffs public services desk and assists with daily library operations
- Acts as supervisor-in-charge as assigned
- Attends staff meetings and communicates with coworkers about youth services activities
- Develops skills through regular participation in trainings, webinars, and workshops

### Qualifications

- Master's Degree in Library Science preferred or a combination of training and experience that demonstrates the potential to fulfill the job duties
- Ability to engage and work well with children
- Experience working in a public library
- Knowledge of best practices and trends in library service to youth
- Knowledge of children's literature and culture
- Excellent organization and communication skills
- Computer literacy, including social media
- Strong interpersonal skills and the ability to work effectively with others

### To Apply

Send resume and cover letter to Gretchen Evans, [gevans@pawpawlib.org](mailto:gevans@pawpawlib.org). Open until filled.

**The Paw Paw District Library is an equal opportunity employer.**