

## **OTTAWA LIBRARY**

**JOB TITLE:** Youth Services Librarian

**DATE PREPARED/REVISED:**

**LIBRARY DIRECTOR APPROVED:**

(date & signature)

**EMPLOYEE APPROVED:**

(date & signature)

### **JOB SUMMARY:**

Under the direction of the Youth Services Manager and Library Executive Director, this employee performs professional work in planning, managing, implementing and executing a comprehensive program of library services to children.

The work involves planning, developing, coordinating and executing programs designed to serve children from preschool through junior high school level. The goals of the service include fostering literacy, encouraging reading for enrichment and pleasure, providing materials to support school assignments and teaching the use of the public library as a lifelong resource. The work requires the exercise of professional skill, initiative and independent judgment.

### **DUTIES:**

- 1) Plan, promote, and implement programs for children and young adults at the library and other locations. Involves planning programs such as story times, Toddler Time, the summer reading program, class visits, book clubs, and other special programs.
- 2) Assist users in locating materials and information. Involves recommending reading to patrons interested in general and specific subjects
- 3) Provide instruction in the use of automated catalog and other information resources such as the Internet
- 4) Performs outreach services by giving book or library services talks to community groups, schools, and community organizations
- 5) Interprets library rules and policies
- 6) Visits schools to inform children of library services and programs and to promote registration
- 7) Makes contact with and cooperates with school librarians and teachers to promote optimum resource use
- 8) Compile monthly and annual youth services statistics
- 9) Carry out special duties when assigned

### **EDUCATION & EXPERIENCE REQUIRED:**

Bachelor's degree preferred but in progress or a related degree in youth work may be acceptable. Successful completion of courses in children's literature, storytelling, and library materials selection

preferred. Knowledge of child development and parenting resources along with acquaintance with activities and interests of children and teens desired.

**EXPERIENCE/SKILLS:** At least one year of experience working with children recommended. Experience in library methods and procedures and knowledge of library materials is recommended. General computer skills and Internet skills required.

**SKILLS AND KNOWLEDGE:**

Knowledge of the practices, procedures, and techniques of libraries, knowledge of children's books and materials; knowledge of library rules and regulations; knowledge of the ability to use reference tools and online database search products.

Ability to express oneself effectively and concisely; orally and in writing; ability to maintain effective working relationships with others; ability to interpret library resources and services to the public and general community.

Expected to keep abreast of current trends and techniques in public library service; participate in the activities of professional library organizations; and pursue continuing education.

Physical Effort: Varies, estimated average of 70 percent of time standing and moving about.

Additional: Must enjoy working with children in both group and one-on-one situations.