



## ZION-BENTON PUBLIC LIBRARY

2400 Gabriel Ave., Zion, IL 60099 • 847.872.4680 • zblibrary.info  
Serving the communities of Beach Park, Winthrop Harbor, and Zion.

**Job Title:** Youth Services Outreach Librarian

**Position Reports to:** Youth Services Coordinator

**Details:** Full time, non supervisory position

### **Nature and Scope of Position:**

The principal responsibility of this position is to perform professional librarian work in the specific area of youth services. The position focuses on the development and implementation of outreach and programming promoting the relationships between the Library and area schools (grades preK-6<sup>th</sup>) and other community organizations.

### **Essential Functions and Responsibilities:**

- Develop and coordinate outreach and services to schools, preschools, daycares and community organizations
- Support area students, teachers and caregivers with virtual learning and homeschooling
- Coordinate field trips to the library and schedule classroom visits
- Plan and present informative programs such as storytimes, booktalks and technology demonstrations
- Initiate, develop and maintain close working relationships with school librarians, teachers and school leaders
- Perform collection management responsibilities in assigned areas
- Provide reference, information and reader services
- Organize and run a meal program for youth in the summers
- Promote library resources and programs through PR and marketing
- Discover curriculum needs and select materials to fill requests
- Serve in a rotation as Person-In-Charge
- Monitor the department space to ensure the safety of all patrons
- Cultivate mutually beneficial partnerships with local organizations
- Apply for grants to support library initiatives
- Stay abreast of trends in education and district news; share information with staff as appropriate
- Stay up to date on books, movies, technology and youth pop culture
- Participates in staff, department and other professional meetings related to job responsibilities, as assigned
- Perform other duties as assigned

**Essential Knowledge, Skills, Abilities:**

- Ability to provide outstanding customer service
- Professional demeanor and a team mentality essential
- Passion for information, learning and engagement
- Proven ability to connect with children of all ages and families of varying demographics and developmental needs
- Skills in decision making and creative problem solving
- Ability to independently exercise judgement within established guidelines on matters relating to patron experience and inquiries
- Ability to collaborate with staff to develop and implement long and short range plans
- Ability to work independently, set priorities, adapt as needed and see projects through to completion
- Proven ability to plan and execute successful programs
- Ability to handle multiple activities or interruptions at once
- Ability to deal calmly and effectively with a wide range of individuals, in some cases under busy conditions
- Adaptable to changing situations
- Creative outlook with fresh ideas to engage patrons
- Proficient in the use of current library technologies
- Patience and skills to provide training that enables patrons at all levels to understand and use technologies, products and services
- Ability and desire to represent the library on community task forces, committees and at community & professional events
- Effective oral and written communication skills in English
- Fluency in Spanish language preferred
- Must have a valid driver's license with reliable & insured transportation

**Education and Experience:**

- MLS/MLIS from an ALA-accredited school or Master's degree in related field required
- Experience working with children and families required
- Experience working in a school or public library preferred

This is a full time, non-exempt position with paid vacation, holidays, sick and personal time, insurance and retirement benefits. Schedule requires day, evening and weekend hours. Salary for qualified applicants starts at \$39,000/year.

Submit resume, letter of interest and three professional references to Garnet Miller, Youth Services Coordinator, at [gmillier@zlibrary.org](mailto:gmillier@zlibrary.org).