



# ZION-BENTON PUBLIC LIBRARY

**Title:** Youth Services Librarian

**Reports to:** Youth Services Coordinator

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

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

Do you love story times and connecting with the library's youngest users? Do you excel at promoting literacy and resources to youth and families? Are you outgoing, engaging and creative? If so, consider adding your skills to the dynamic team at the Zion-Benton Public Library. The Youth Services team at ZBPL transforms lives by providing resources, programs and services to children & families that expand their horizons and inform their lives.

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 programs, collections, and outreach supporting early and family literacy efforts.

## **Essential Functions and Responsibilities**

- Design and present early literacy programs including story times for ages 0-6 years old.
- Develop program ideas and find new ways to engage patrons
- Facilitate reading clubs and literacy initiatives
- Promote library resources and programs through creative and artistic marketing efforts
- Cultivate mutually beneficial partnerships with local organizations
- Collaborate to create large scale events and implement library-wide programming
- Perform collection management responsibilities in assigned areas
- Manage early literacy learning kits and STEM boxes
- Provide reference, information and reader services to children and adults at the library
- Monitor and update play items and resources in the department
- Use existing and learn new technologies for developing engaging STEM opportunities for children
- Serve in a rotation as Person-In-Charge
- Monitor the department space to ensure the safety of all patrons
- Participate in preschool and daycare visits, and plan off-site programming
- Apply for and secure outside funding for special projects
- 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



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## **Essential Knowledge, Skills, Abilities:**

- Ability to provide outstanding customer service
- Proven ability to connect with children and families of varying demographics and developmental needs
- Knowledge of early literacy ideas, concepts and activities
- Ability to design inclusive programs and celebrate diversity
- Professional demeanor and a team mentality essential
- 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
- Ability to work within a budget to purchase program supplies
- Passion for information, learning and engagement
- Skills in decision making and creative problem solving
- Ability to independently exercise judgement within established guidelines on matters relating to patron experience and inquiries
- 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
- Ability to develop, create and analyze statistical reports consistently
- Creative outlook with fresh ideas to engage patrons
- Proficient in the use of current library and office 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 preferred
- Experience working in a school or public library required
- Experience working with children, caregivers and families required

This is a full time position at 37.5 hours per week, with paid vacation, holidays, sick and personal time, insurance and retirement benefits. Schedule requires day, evening and weekend hours. The pay range for new hires in this position starts at \$19.30 per hour, depending on qualifications.



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Deadline to submit resume, letter of interest and three professional references:  
Monday, May 23<sup>rd</sup> by 5:00 PM. Send to Ms. Amy Andresen, Youth Services  
Coordinator at [aandresen@zlibrary.org](mailto:aandresen@zlibrary.org).

Zion-Benton Public Library District is an equal opportunity employer. We  
celebrate diversity and are committed to creating an inclusive environment for  
all employees.