



# ZION-BENTON PUBLIC LIBRARY

**Job Title:** Youth Services Programming and Events Librarian  
**FLSA Status:** Non-exempt, Full-time, non-supervisory  
**Schedule:** 37.5 hours per week, requires evenings and weekend hours  
**Reports to:** Youth Services Coordinator

**Jobs Supervised:** None – may train and oversee department volunteers; may assist in supervising support functions for shift.

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

The Youth Services Department of the Zion-Benton Public Library District seeks an energetic individual with a passion for libraries, literacy, people and programming. Applicants must be able to connect with people at all skill and education levels in a highly diverse community to promote a love of reading and learning.

## **Job Summary:**

Responsible for providing gracious, friendly, and responsive service to children of all ages and skill levels and their families in a highly diverse community. The person in this position is a team player who loves books, movies, music, and people, keeps abreast with technology trends, and enjoys connecting with others who share those interests. Shares responsibility for collection development as assigned, and creates and implements programs for K-6<sup>th</sup> grades in the library and offsite locations.

## **Essential Functions and Responsibilities:**

The person in this position is a team player who:

- Uses existing and learns new technologies for developing engaging STEM opportunities for children
- Plans and manages programs for children and families that meet the library's mission, goals and objectives
- Collaborates with youth services staff and other departments to implement programs for children and families
- Plans a wide variety of programs and activities that are appropriate for diverse populations
- Acts as programming liaison across building departments
- Contributes to departmental collection development
- Acts as Department's student and volunteer supervisor
- Provides reference, information, and reader services to children and their adults
- Monitors the library's social media, website, and online catalog to assist in keeping information current, accurate, and functional
- Serves in a rotation as Person-In-Charge
- Monitors the active department space to ensure safety of all patrons
- Responsibly purchases necessary materials and program supplies while securing additional grant funds



# ZION-BENTON PUBLIC LIBRARY

- Stays up to date on books, movies, and pop culture relating to kids and families
- Stays up to date on library trends and engages in professional development

## **Essential Knowledge, Skills, and Abilities**

- Proven ability to plan and execute successful programs
- Adaptable to changing situations
- Creative outlook with fresh ideas to engage patrons
- Passionate about information, learning and engagement
- Proven ability to connect with children and families of varying demographics and developmental needs
- Effective oral and written communication skills in English (Spanish a plus!)
- Patience and skills to provide training that enables patrons at all levels to understand and use new technologies, products and services
- Proficiency with various social media applications

## **Education, Experience, and Skills Required for Entry Into the Job:**

- MLS/MLIS or equivalent combination of education and progressive experience, preferred.
- Bachelor's degree in education, literacy, or related field, plus two years of progressive library experience.
- Public/customer service experience preferred.
- Grant writing experience, a plus.

## **Special Requirements:**

- Must have reliable transportation to work at the library and offsite as needed
- Schedule requires days, evenings, and weekends

This is a full-time position with benefits, including paid vacation, holidays, sick, and personal time, health insurance, and retirement plan options. Schedule requires day, evening, and/or weekend hours. Pay range is \$20.07 - \$29.80 per hour, depending on qualifications.

To apply, email cover letter, resume, and online application to Amy Andresen, Youth Services Coordinator, at [aandresen@zlibrary.org](mailto:aandresen@zlibrary.org). This position will be open until filled.

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