JOB DESCRIPTION: Youth Services and Programming Librarian
Mahomet Public Library District
Mahomet, IL

More than anything
We are looking for a creative, energetic individual who will get to know and be known by the youth of the community, serve as a public face of the library, and plan and help implement great programming for all ages.

General Description
The Youth Services and Programming Librarian is a key member of the management team of the library. This position includes two primary areas of focus
- **Youth Services**: Ensure that children and teens have access to outstanding materials, promote early literacy, lead story times and make the public library a destination location for youth.
- **Programming:** Oversee exciting and engaging programming that brings a variety of people into the library and offers opportunities for participants to learn, create, connect and grow.

Supervision Received
Works independently with general supervision from the Library Director. Weekly one-one meetings with Library Director.

Direct Reports
One additional part-time staff member is assigned as Programming Assistant to help plan and deliver programming for all ages.

Classification
Full-time, 40 hours per week.

Examples of Duties
- Acknowledge and uphold the rights of all youth to library materials and services that meet their needs
- With a broad knowledge of youth literature, select materials for acquisition and withdrawal from the children's and teen collections
- Plan and help implement innovative recreational and information programs for all ages
- Seek partnerships and work cooperatively with schools and other organizations serving youth and their families
- Actively seek opportunities to take part in outreach, taking library services out into the community
- Plan and manage the department's materials budget
- Offer reference and readers' advisory service for children, teens and adults who care for youth

- Demonstrate library skills, appreciation of books and reading, and information seeking and evaluation techniques
- Keep informed about contemporary issues, trends and technology in the library profession by attending professional meetings and workshops and reading current literature
- With the library marketing team, help to market library programs and services using a variety of resources, including print and social media
- Create displays to promote use of library resources

NOTE: The job analysis describes the nature and level of assignments normally given in this position and is not an exhaustive list of duties. Additional related duties may be assigned.

Knowledge, Skills and Abilities
- Extensive knowledge of the needs and abilities of children and the current trends in library service to children and teens
- Knowledge of early literacy and best practices to promote reading readiness
- Knowledge of children's and teen literature, library services, and programs
- Ability to work well with children and teens and to interact effectively with parents and teachers
- Skilled at devising dynamic, creative and original programs
- Knowledge of reference practices and resources
- Knowledge of collection development, planning, and budgeting
- Excellent verbal/written communication skills
- Ability to work effectively with library staff and the general public
- Moderate to strong proficiency with technology
- Ability to travel occasionally to attend out-of-town meetings and training sessions

Personal Attributes
- Creativity, energy, and enthusiasm for youth services and programming
- A courteous, pleasant manner with excellent interpersonal skills
- Ability to communicate well with individuals of all ages
- Ability to demonstrate initiative and good judgment; a neat personal appearance.

Experience and Training
Strongly prefer a master's degree in Library and Information Science from an ALA accredited institution, including course work in youth services. One or more years' experience as a professional librarian in youth services is desired. (A similar combination of education and experience may be considered.)