

# Youth Services Librarian

## Nature of the job:

Under policies established by the Common Council and the Wautoma Library Board and direction of the Library Director, the Youth Services Librarian works to provide services to children, teens, and families of the community.

## Job Duties & Responsibilities:

Performs all the duties of regular clerical work when necessary, such as

- Checking items in and out, registering new patrons, answering reference questions, placing holds, collecting fines, shelving, and light housekeeping.
- Assisting patrons with the mechanical operations of the library equipment and providing rudimentary instruction for internet use and guidance in searching the library's catalog, using research tools, and checking out books on Overdrive or Hoopla.
- Serving at the circulation and reference desk when necessary.
- Adhering to policies and procedures established by the City of Wautoma and the Library Board.
- Appropriately addressing behavior that is in violation of library policies or the law.

Oversees and works with the Director and supporting staff to

- Plan, prepare, and promote programs for the youth of the community and surrounding areas.
- Organize the annual Summer Library Program by putting together the reading/activity log; assisting in gathering funds for prizes, shows, and programs; and promoting through the newspaper, social media, and at the local schools.
- Create and maintain library material displays, bulletin boards, readers' advisory handouts, and other related handouts for the Children's Room and Teen Space.
- Prepare materials for crafts, monitor the young patrons of the library, and keep the Children's Room and Teen Space clean.
- Find and review new materials for the children's and teen's collections, weed outdated materials, and determine what funds are necessary to run and make youth services successful.
- Head the 1000 Books Before Kindergarten program. Including creating the plan, gathering prizes, congratulating program finishers, and informing the rest of the staff how the program and prizes work.

When appropriate

- Collaborates with the town's elementary school, middle school, and high school to promote special programs, afterschool services, as well as Library facilities and resources to children and teens.
- Reads to children at Storytime and prepares books, songs, and crafts.
- Contributes information for library reports.

- Performs administrative duties as assigned in absence of Library Director.
- Performs other work as assigned by the director.

### Knowledge and Abilities:

Completion of a bachelor's degree and experience working in a library.

Experience working with children and teens i.e., volunteering or leading programs.

Considerable knowledge of the functions and practices of a public library; youth's needs and abilities; and services and materials that are available in or through the library.

Good interpersonal skills with an ability to maintain and encourage cooperative and courteous working relationships with the public, peers, and the director.

Willingness to continue library education including (online) seminars and workshops.

Sizeable knowledge of Office programs such as Word, Excel, and Publisher; library programs such as Workflows and Pharos; and basic software and internet websites.

### Working Conditions:

Standing for long periods of time at the circulation desk and walking around the library for shelving purposes.

Ability to lift and carry a maximum of 50 pounds and push or pull carts weighing 50 pounds or more.

Work also includes cutting out items for crafts; hearing little voices; speaking loudly for a myriad of children to hear, bending, twisting, crouching, reaching, and stooping; sitting on the floor and in chairs; typing and writing; and filing, sorting, and shelving books.

Updated and approved by the Wautoma Library Board 1/3/18 HK, 9/4/19 HK, 3/29/21 HK