

**SHELBYVILLE-BEDFORD COUNTY PUBLIC LIBRARY  
POSITION DESCRIPTION**

**YOUTH SERVICES LIBRARIAN**

**Job Description:** Full-time vacancy for an energetic, team-oriented Youth Services Librarian with a strong public service commitment. Provides library services and programming for and with children, teens, & young adults.

**Position overview:** Performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Children & Teen Departments, which serves patrons ranging in age from pre-school to young adult.

Primary responsibilities:

- Trains and supervises staff and volunteers assigned to perform tasks in the Children & Teen Departments; makes sure that tasks are accomplished.
- Works at the circulation desk, as needed.
- Assists the Library Director in budgeting for the collections, services, and programs of the Children's, Juvenile, & YA Departments.
- Solicits and secures funding donations to supplement the programming budget for Summer Reading Program expenses.
- Maintains supply inventory for needs of the Children, Teen & YA Departments.
- Assists in selecting materials for acquisition and withdrawal from Children, Teen & YA books and media.
- Plans and schedules the Summer Reading Program for all age groups.
- Provides reference and reader's advisory to children, parents, and teachers.
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment and facilities.
- Plans, organizes, and supervises weekly storytimes and other programs for children and teens in order to encourage reading, viewing, and listening skills to help create lifelong library users; provides library service to schools and the community through programs such as class visits, summer reading, bookmobile, etc.
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting Children, Teen, & YA Department collections, services, and programs.
- Creates displays to enhance the library experience and to promote the use of library resources.
- Prepares statistical reports requested by the Director and/or Board of Trustees.
- Interprets library policies to the public in a customer-friendly manner.
- Schedules and participates in bookmobile visits to participating schools and day cares; maintains the bookmobile collection and reports needs to the Library Director.
- Work with other community organizations to help promote learning, reading, and the betterment of our community.
- Works with local day care and school officials to offer continuing education workshops and events at the library when requested.
- Participates in in-service training programs.

**Additional responsibilities:**

- Identifies reading trends among patrons of all ages.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to Library Services to children, teens, and young adults.
- Keeps other staff members informed on special events, programs, and changes that are made in the Children, Teen, & YA areas.
- Serves on community committees, as requested to advance the library's public image.
- The schedule may include weekend and evening hours on a regular basis as well as having a flexible schedule for special events.
- Performs other duties as assigned.

**Supervision received:** General supervision by the Library Director and/or Assistant Director.

**Supervision given:** Supervises all Teen Volunteers and Library Assistants assigned to the Children, Teen & YA Departments and monitors ongoing conditions in the department.

**Required Knowledge, Skills, and Abilities:**

- Friendly, enthusiastic attitude toward children and their guardians.
- Knowledge of books and materials for children, teens, & young adults.
- Knowledge of the principles, practices and techniques of modern library operations.
- Ability to establish, maintain, and supervise successful library services for children, teens, & young adults.
- Ability to be creative and imaginative in planning and implementation of programming for children, teens, and young adults.
- Ability to engage children of varied backgrounds and ages in individual and small/large group settings where an interest in reading is promoted.
- Ability to type and write legibly.
- Experience with GoogleDocs and GoogleDrive or ability to master them.
- Experience with Microsoft Office Suite of software.
- Experience with Canva.
- Commitment to excellent customer service for all.
- Strong oral and written communication skills.
- Ability to work independently.
- Ability to organize work efficiently and meet required deadlines.
- Ability to interact courteously and effectively with fellow staff and volunteers as well as library business contacts and benefactors.
- Good public relation skills.
- Comfortable in public speaking situations.
- Must have a Valid Drivers License and be able to drive the Bookmobile to the local route.

**Minimum Qualifications:** AA or AS two-year college degree preferred. Experience in a position working with children, teens, and/or young adults preferred. Library experience preferred.

**Physical Requirements:**

- Ability to perform duties in an office environment.
- Ability to work in an environment with constant interruptions.
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions.
- Ability to use computers, library software, and the Internet.
- Ability to view a monitor and use a keyboard for extended periods of time.
- Ability to stand, walk and lift materials up to 25 pounds.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls, and reach with hands and arms.
- Vision and hearing at/or correctable to “normal” ranges.
- Ability to read and understand print materials and information on computer screens.
- Ability to file books, periodicals, files, reports, notebooks, etc., on shelves ranging from 1 to 7 feet above the floor.
- Ability to communicate effectively by telephone and email.
- Ability to travel for meetings and bookmobile deliveries as required.

**ACCOMMODATIONS:** Reasonable accommodations may be made to enable qualified individuals to perform essential functions of this position.

Send Resume to: [director@sbcplibrary.org](mailto:director@sbcplibrary.org)