

# **Winslow Public Library**

## *Job Description*

### ***Youth Services and Technology Librarian***

#### **Summary:**

This is a full-time professional level position responsible for the development and implementation of a full range of library services for children and young adults and for providing digital literacy support to patrons of all ages. Responsibilities include: collection development, programming, outreach services for young people, provision of reference services and computer use guidance for all patrons, and supervision of staff and volunteer assistants for children's and teen's programs. The Youth Services and Technology Librarian works under the general guidance and supervision of the Library Director.

#### **Essential Duties and Responsibilities:**

##### **Collection Development:**

- Development and maintenance of both the children's and young adult' collections.
- Selection of materials based on assessment of the needs of library users, appeal, knowledge of school curriculum, and requests.
- Selection of materials in accordance with professional library practice, reflecting a knowledge of children's literature, Maine literature, authors and award winners, and use of standard selection resources.

##### **Programming**

- Development and implementation of a variety of innovative, regularly scheduled and special event programming for both children and teens. This will include age appropriate story hours, public school vacation programs, summer reading programs, and special evening programs.
- Works with library director to create digital literacy programming for all ages.

##### **Reference Services**

- Provides informational services to all library patrons, especially children and their parents.
- Assists patrons of all ages in computer use and digital literacy.

##### **Outreach**

- Serves as a liaison between the library and schools, caregivers, homeschoolers and agencies serving children.
- Conducts visits to the schools to promote library programs.
- Promotes cooperation between the schools through the school librarians and teachers.

**Knowledge, Skills and Abilities**

- Proficiency using personal computers, mobile devices, computer software, and the Internet is required.
- Maintains and develops new professional skills and abilities by attending appropriate professional trainings and meetings whenever possible.
- Willing to work Saturdays and some evenings.

**Interpersonal/Public Relations**

- Greets and assists all library users.
- Is responsive to comments, suggestions and requests.
- Interacts cooperatively and effectively with all library staff, has good sense of humor.
- Communicates with staff, keeping them informed of the operations of children's services and programs and digital literacy initiatives.
- Seeks discussion with the library director regarding initiatives and general operations issues, communicating in writing when appropriate. Obtains approval from the director before implementing significant initiatives.
- Effectively promotes children's services including programming through the use of in-house and outside publicity.
- Performs additional duties as assigned.

**Desirable Training and Experience:**

- Experience working in a library setting, a Bachelor's degree, and experience with children, including demonstrated knowledge of current children's and young adult literature and programming.
- Proficiency with technology.
- An MLS or MLIS or current enrollment in an MLS program is desirable, but not required, or a combination of comparable education and experience which demonstrates the necessary knowledge, skills, and abilities.