**Youth Services Librarian at Spring Green Community Library**

**Full Job Description:** The Youth Services Librarian at the Spring Green Community Library is a service-oriented position in which the employee will develop and conduct ongoing programming and library services for youth of all ages.

Programming responsibilities include: weekly story times; a minimum 8 week summer library program; special events and programming to coincide with annual library events; preparation and dissemination of all publicity related to the above activities as well as reporting program statistics to the Library Director. The Youth Services Librarian will also perform community outreach to area schools, including overseeing a teen volunteer program and promoting library services to the community.

Additional responsibilities include, but are not limited to: working with the Library Director in maintaining the various children’s collections by selecting new materials, weeding worn and outdated materials, and displaying all materials in an attractive manner; reader’s advisory for youth services, and assisting with circulation-related duties, including checking materials in and out, registering patrons for library cards, placing holds, helping patrons use LINKcat, and processing delivery and shelving. This position requires standing for long periods, bending, stooping and lifting materials weighing up to 25 pounds.

**Requirements:**  High School diploma or equivalent; previous experience working with young children in an educational setting; knowledge of children’s literature; competency with computers and technology, including the Microsoft Office Suite. Excellent communication skills, excellent organizational skills, and the willingness to work as part of a team are required.

Preferred qualifications include a bachelor’s degree in a related field and previous public library experience or coursework in library science.