

**Spring Green Community Library**  
**YOUTH SERVICES LIBRARIAN (22 HRS/WK)**

**Position Description**

Updated March 2023

Wage Range: \$15-16/hour

**General Description:**

Work as part of a team to support the overall mission of the library and effectively provide library services. This position reports to the Library Director. Hours include regular weekday shifts, one Saturday every month, and one weekend day (to run a children's program) at least every other month.

**Essential Job Duties:**

- Develop, present, and evaluate fun and educational programs for children
- Actively promote library services, materials, and programs through marketing and networking
- Assist in youth collection maintenance and management
- Perform circulation functions including: check materials in/out, process applications, retrieve materials, process deliveries, re-shelve items, collect fees
- Provides assistance to youth and their families in locating and using library materials and facilities.
- Develop and maintain a network of contacts in the community to enhance programs and services
- Conduct tours, present programs to local groups as requested and perform other outreach activities.
- Supervise the work of volunteers
- Assist patrons in understanding library services, procedures, resources, and technology
- Create eye-catching fliers and displays promoting library programs and materials
- Provide basic technology assistance to patrons
- Provide patron-focused reference and reader's advisory services
- Utilize the internet, electronic databases, knowledge of library collection(s), and/or other sources to anticipate and meet patron needs
- Maintain expertise through professional literature, webinars and training videos, and/or workshops

**Other Duties:**

- Serve as greeter and primary point of contact for patrons
- Troubleshoot equipment and/or report equipment problems
- Assist with other library programs and displays
- Schedule community room and assist users with access
- Contact users via telephone or email as needed
- Update calendars in a variety of formats
- Maintain familiarity with library programs, policies, procedures, technology and related developments
- Serve on committees and attend meetings as requested
- Develop procedures and solutions for library operations

- Modify records in the SCLS database
- Provide instruction or tours to customers on the use of library resources
- Maintain a safe and welcoming library environment
- Perform other duties as assigned

**Competencies:**

- Knowledge of current trends in early literacy practices and education
- Ability to represent the library and enthusiastically promote its programs and services
- Communication skills (written and verbal)
- Creativity
- Time management skills
- Ability to work independently and collaboratively
- Excellent customer service skills
- Technical skills including MS Office and social media. Ability to learn circulation software.
- Positive attitude toward children
- Knowledge of pop culture helpful

**Education and/or Other Requirements:**

- Bachelor's degree in a related field and/or experience in a public library or early childhood setting
- Proficiency in Microsoft Office suite
- Proficiency with technology including basic typing/data entry, social media, databases, graphic design, and internet searches

**Physical Requirements:**

- Ability to see, walk, sit, bend, stoop, kneel, crouch, reach, stand, talk and hear
- Ability to push full carts and lift materials
- Ability to read, write, and communicate fluently in English
- Dexterity to perform data entry on a computer, laptop, tablet, or other electronic device

**Note:**

This job description describes a general category of jobs. In order to meet the needs of the Spring Green Community Library, employees may be assigned other duties, in addition to or in lieu of those described above, and duties are subject to change at any time.

The Spring Green Community Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.