

## **Youth Librarian**

The Tri-Township Public Library District is currently seeking a Youth Librarian. The ideal candidate will be someone who can demonstrate excellent organization, can prepare programs and events by a set deadline, can work as a team member, and be able to approach children and adults in order to promote library events and get to know the library's patrons. In addition, the candidate will provide library services to children and young adults; including reference, reader's advisory, programming, community activities, and collection development.

### **How to Apply:**

To apply for the Youth Librarian's position please bring a resume, a cover letter with three references to the Tri-Township Public Library located at 209 S. Main Street, Troy Illinois 62294.

If selected after the interview process the candidate will perform a working interview by conducting a story time for our patrons supervised by a senior library staff member.

The Position will remain open until filled.

### **Primary Duties:**

- Plan, develop, and coordinate youth services projects with other staff members.
- Effectively manage deadlines.
- Build relationships with the Tri-Township Library's patrons of all ages.
- Develop library collection in regards to juvenile and young adult material.
- Provide outreach to schools and organizations serving families and children.
- Recruit, train, and supervise volunteers for youth programming.
- Attend professional development meetings, workshops, conferences and seminars for continuing education.
- Lead and develop the summer reading program.
- General Circulation Duties.

### **Other Duties:**

- Develop services, special projects and event programs tailored to young patrons ranging in age from infant to eighteen years of age.
- Develop and maintain appropriate networks and partnerships and contribute to local, regional, and national initiatives relevant to Youth Services.
- Ability to be flexible and quickly adjust to changing circumstances.
- Other Duties as Assigned.

### **Education:**

- High School Diploma required
- Bachelor's Degree preferred

### **Scheduled Hours:**

25 hours a week with the option to become full time.

### **Salary**

\$10.00 - \$14.00 depending on qualifications.