



Youth Services Librarian

Role Requirements

The Youth Services Librarian must meet Level Three of the Iowa Library Association standards.

Level Three

High school graduate AND 60 contact hours of college credit or ten years of Library work AND 45 hours of continuing education credits in the following areas:

- Public Library Administration
- Selection of all types of Library materials
- Organization of Library materials
- Reference and Information Services

Responsibilities

The Youth Services Librarian must be able to relate to children in ages: infant to teenager, with a keen sense of how library attributes can aid in the development of various age groups.

Opportunities to reach youth include the planning and delivery of story time, the Summer Reading Program, and other community outreach activities. In addition to building library skills in youth, the Youth Services Librarian will assist in educating parents and educators throughout the community about available library services and programs.

Key Job Functions

The Youth Services Librarian is expected to do the following:

- Plan, develop, and deliver library programs focused on children (i.e. story time and the Summer Library Program)
- Maintain a current knowledge of available youth materials to fulfill patron needs as well as assist in the development of the youth collection
- Provide exemplary customer service to library patrons
- Attend library staff meetings and continuing education courses that promote the expansion of youth services knowledge
- Perform general library duties (i.e. assist library patrons with questions and checkout materials)
- Promote a positive environment for employees as well as library patrons
- Expand knowledge of developing library practices and issues by reading professional publications and attending approved conferences
- Assist with maintaining Library facilities, as requested

Knowledge and Skills

The Youth Services Librarian is expected to possess the following:

- Ability to develop creative and educational children's programs
- Ability to maintain data about children's services and programs and develop related reports
- Knowledge of library policies and procedures
- Knowledge of general library clerical methods and procedures
- Ability and desire to learn library technology and automated systems
- Ability to effectively communicate with patrons about library resources and services, in person, on the phone, and electronically



Hours

- 40 hours per week, including Saturday rotation and occasional evenings

Summary of Tasks

Daily Tasks

- Maintain and improve the children's section of the library
- Perform story time
- Assist patrons
- Perform assigned duties
- Handle library materials with care
- Punctuality
- Handle front desk
- Help youth patrons read and find books
- Answer the phone
- Check e-mail

Weekly Tasks

- Plan and conduct story time
- Give out prizes
- Talk to parents about their child's progress
- Assist Director and Assistant Director, as requested
- Prepare programs
- Research children's books to be ordered

Monthly Tasks

- Plan and conduct craft time
- Plan and organize monthly children's events
- Provide Dolly Parton Imagination Library contact with registration forms
- Will partner with area daycares to plan a monthly Storytime event

Annual Tasks

- Plan and manage all aspects of the Summer Reading Program
- Contact schools about Summer Reading Program
- Get children registered and everything planned
- Develop new story times