

Jenkintown Library

Youth Services Librarian Job Description

Plans, organizes and supervises library programs for pre-school, elementary, and young adult library users; participates in short and long range planning for children and general library programs; and assists patrons in the selection and use of library materials.

Reports to: Library Director

Responsibilities:

- Evaluate and select new children and young adult books respecting diversity and cultural awareness
- Create, organize and run youth programs including summer reading program and *Science in the summer* program. Design appropriate flyers for activities
- Collaborate with Jenkintown Elementary, Middle School and High School librarians to coordinate and promote activities
- Use current technology services to help patrons
- Perform all aspects of circulation including, but not limited to:
 - Checking in and out and renewing library materials
 - Registering and re-registering patrons
 - Dealing with patron fines, lost book fees, and payments
 - Receiving and processing reserves
 - Answering phone and emails
 - Shelve/retrieve books
- Weed collection according to standard procedures
- Maintain youth service areas
- Provide reference service to ages 0-18, teachers and all patrons
- Represent the library at professional meetings, workshops and community events
- Meet with members of the library and others in order to coordinate activities and exchange information
- Perform other duties as required to ensure the smooth operation of the Jenkintown Library

Qualifications:

- Have knowledge of children's and young adult literature
- Have experience working with children and young adults in a public library or school setting
- Exhibit creativity and energy to promote lifelong readers and users of library resources
- Be computer literate
- Enjoy working with and relating to the public
- Be able to work well with others
- Be able to follow directions
- Have a high school degree or higher
- Provide background checks

Physical Requirements:

- Good physical condition
- Requires lots of walking, bending, reaching and climbing.

Probation period:

All new employees shall be considered to be on probation for a period of three months (90 days). A performance review of the employee's work will be conducted during or upon completion of the probation period.

Potential employment is contingent on taking/completing the PA State Mandated Reporter Training, and submitting the results of the PA State Criminal History, Child Abuse History and FBI clearances within 60 days of hire.

Interested applicants are requested to submit a letter of interest, resume, and 3 references by Friday, March 30th to rlubeck@mclinc.org, or mail to Jenkintown Library, Attn: Rosalind Lubeck, Director, 460 York Road, Jenkintown, PA 19046.