



Job Title: Youth Services Specialist

Reports to: Programs & Services Manager

Full-time, professional, non-exempt

Job Summary:

Plans, prepares, promotes, tracks, presents, and evaluates library programs and services held in the library, virtually, and at outreach locations for pre-school through high-school aged children. Programs and services include but are not limited to craft classes, book clubs, story times, STEAM classes, and other activities that support the diverse educational, recreational and personal needs of local children and teens. Provides reference assistance, creates book and other artistic displays, and performs general circulation desk activities.

Essential Duties/Responsibilities:

- Plans, prepares and presents regular story times, summer reading activities, and special programs for children, teens, and their caregivers.
- Creates a welcoming and inclusive environment for youth and their families.
- Helps with selection and maintenance of a diverse collection of materials for children and teens, ensuring it remains current, relevant, and in good condition.
- Presents information about library services and programs to individuals and groups.
- Provides library outreach programs and services to schools, community organizations, government agencies, and other groups as appropriate.
- Provides library users with assistance in reference, readers' advisory, information literacy, and in the use of library resources (all formats).
- Develops and maintains relationships with local schools, daycares, and other youth-focused organizations.
- Works regular hours at public service desks.
- Maintains accurate records and statistics related to youth services programs and collections.

Required Skills, Knowledge and Abilities:

- Energetic, innovative, and forward-thinking
- Crafty, creative, imaginative
- Able to engage effectively with children and teens of various ages
- Able to remain calm in stressful situations
- Excellent computer skills using the ILS, MS Office, and the Internet required
- Enthusiasm for learning about new technology and software
- Excellent interpersonal communication skills

- Outstanding presentation and instructional skills required
- Confident public speaking and community engagement skills are essential
- Able to work independently and collaboratively with other library staff, professionals in the field, and patrons
- Variable schedule must be able to work days, evenings and weekends

Education/Experience:

- Must have college degree and experience working with youth *or* appropriate level of on-the-job experience working with children from pre-school through high-school grade youth.
- MLIS and library experience preferred.

Compensation / Benefits:

Starting hourly rate for this position is \$19.53. Benefits include health, dental, vision & group life insurance. Also eligible for accrual of vacation and sick days.

Application Process:

Please submit TMCPL Job Application and Resume to Dawn Bradford at dbradford@tmcpl.org. Application and full job description is available at our website: www.tmcpl.org