

**OSTERHOUT FREE LIBRARY
YOUTH SERVICES EARLY LITERACY OUTREACH SPECIALIST
JOB DESCRIPTION**

SCOPE OF THE JOB:

1. This position reports to the Youth Services Coordinator.
2. Creates and maintains working relationships with community and child care organizations.
3. Plans and executes all Early Literacy Outreach Programming.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Establishes and maintains relationships with early childhood care and education facilities and organizations in the library's service area through on-site visits.
2. Conducts monthly storytimes for child care facilities.
3. Provides outreach programming and early literacy training to child care institutions, parents/grandparents/caregivers, and community organizations.
4. Prepares rotating collections for child care provider's use.
5. Prepares and maintains Public Relations information for Early Literacy Outreach activities and services in electronic and print formats.
6. Prepares Story kits for child care providers
7. Conducts tours and provides bibliographic instruction to groups and individuals both in and outside the library.
8. Prepares reports for record keeping purposes.
9. Provides direct service to the public by assisting patrons at the Youth Services desk in information, reference, and readers' advisory utilizing print and electronic resources.
10. Under the supervision of the Department Coordinator, performs inventory, collection development, shelf-reading, and weeding of the collection.
11. Gives book and/or library services talks to schools, college classes, community groups, and other service organizations.
12. Provides computer instruction classes for children.
13. Assists with the planning and implementation of children's programs.
14. Assists with displays and decorations in the children's area.
15. Maintains a working knowledge of popular culture such as music, movies, authors and other interests of children.
16. Prepares reading lists for children.
17. Recommends goals and objectives for Youth Services Department.
18. Assists in other library departments when necessary.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training seminars as required.
2. Meets the requirements of 6 Continuing Education credits every two years.
3. Performs other job-related duties as required.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week. Some evenings and Saturdays required on a flexible schedule which varies from week to week.
2. Workspace is shared with other departmental library staff.

3. Works in an environment with considerable public and staff contact, and often a higher noise level than other areas of the library, and works outside the library.
4. Travels heavily to off-site locations to hold programming and training sessions.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching to carry out essential duties of the job.
3. Coordinated movements of fingers/hand; and simple movements of feet/legs and torso.
4. Medium work; with occasional lifting/carrying objects with weights of twenty to forty pounds, and pushing book carts of up to 150 pounds. Retrieves and/or shelves objects weighing 5 to 20 pounds from all shelving levels.
5. Sometimes works in book stack areas where there is exposure to dust, newsprint, etc.
6. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, or muscle strain.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

A. EDUCATION/TRAINING

Bachelors Degree required preferably related to children, and/or preferably a Masters Degree in library or information science from an ALA-accredited institution and/or certification as a public librarian in Pennsylvania.

B. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must be able to understand and speak the English language in an understandable manner in order to carry out essential functions of the job.
2. Must possess the ability to express oneself effectively and concisely both orally and in writing.
3. Must have a valid PA driver's license and a reliable personal vehicle.
4. Must possess the ability to work with library databases, computer software, and word processing.
5. Must possess knowledge of the Internet and other information resources, print, nonprint, and electronic.
6. Ability to develop work-related goals and objectives. Willingness to develop job-related abilities, skills and knowledge. Willingness and to keep abreast of changing technologies and procedures, and to assume responsibilities required by introduction of different services and equipment.
7. Must work well with children, parents, teachers, and caregivers both individually and in groups.
8. Must have the ability to establish and maintain effective working relationships with associates, co-workers, community groups, and the general public.
9. Must have dependable work habits.
10. Must present a neat personal appearance in accordance with the OFL dress code.
11. Must have storytelling skills, including reading with expression and singing ability.
12. Must possess some art skills and creative abilities.
13. Spanish or other foreign language skills are highly desirable.
14. Ability to solve complex problems individually and in team settings.
15. Must be able to produce required reports, printouts, data as needed by the Youth Services Coordinator.