

OSTERHOUT FREE LIBRARY
YOUTH SERVICES PROGRAM SPECIALIST – CHILDREN
Job Description

SCOPE OF THE JOB:

1. This position reports to the Youth Services Coordinator.
2. Plans and executes programming for children from birth to age 12.

ESSENTIAL FUNCTIONS OF THE JOB:

1. 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.
2. Creates and presents storytimes and children's programs, including STEAM programming.
3. Promotes children's resources and programs through Library social media, including a children's newsletter.
4. Keeps children's mailing list up-to-date.
5. Provides material for Youth Services link on library web page.
6. Provides outreach programming as needed to schools and child care centers.
7. Conducts tours and provides bibliographic instruction to groups and individuals both in and outside the library.
8. Under the supervision of the Youth Services coordinator, performs inventory, collection development, shelf-reading, and weeding of the collection.
9. Keeps the Youth Services work area neat and orderly.
10. Prepares displays and room decorations.
11. Prepares reading lists for children in both print and electronic formats.
12. Maintains a working knowledge of popular culture such as music, movies, authors and other interests of children.
13. Recommends goals and objectives for Youth Services Department.
14. Assists in other library departments when necessary.
15. Prepares reports for record keeping purposes.

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 staff.
3. Works in an environment with considerable public and staff contact, and often a higher noise level than other areas of the Library.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey, and present information, explain procedures and follow instructions.

OSTERHOUT FREE LIBRARY
YOUTH SERVICES PROGRAM SPECIALIST – CHILDREN
Job Description

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 frequent 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.
4. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, or muscle strain.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

A. EDUCATION/TRAINING

Bachelor's Degree required preferably related to children, and/or preferably a Master's 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 work with library databases, computer software, word processing,
3. Ability to provide courteous and timely public service to patrons of various ages, backgrounds, and levels of library expertise. Ability to conduct a reference interview to determine patron needs. Knowledge of popular authors and subject areas to facilitate patron question negotiation. Ability to provide instruction in use of library resources to patrons individually and in groups.
4. Ability to develop work-related goals and objectives. Willingness to develop job-related abilities, skills and knowledge. Willingness and ability to keep abreast of changing technologies and procedures, and to assume responsibilities required by introduction of different services and equipment.
5. Must be able to work well with children, parents, teachers, and caregivers both individually and in small groups.
6. Must have the ability to establish and maintain effective working relationships with co-workers, community groups, and the general public.
7. Spanish or other foreign language skills are highly desirable.
8. Must possess storytelling skills, including reading with expression and singing ability.
9. Some art skills and creative abilities a plus.
10. Must have dependable work habits.
11. Must present a neat personal appearance in accordance with the OFL dress code.
12. Must be able to produce required reports, printouts, data as needed by the Youth Services Coordinator.