



JOB TITLE: CHILDREN'S LIBRARIAN

REPORTS TO: HEAD CHILDREN'S LIBRARIAN

QUALIFICATIONS: Master's Degree in Library Science with knowledge of children's literature and experience in developing and presenting programs for children

OTHER REQUIREMENTS: Skilled in children, family, and community engagement
Experience working in libraries
Excellent personal skills in working with others
Experience with computer software
Excellent communication skills, both oral and written
Strong organizational skills
Flexible
Positive attitude
Pennsylvania Child Abuse Clearance
Pennsylvania Criminal Record Check
FBI Criminal Background Check

JOB GOALS:

- Assist Head Children's Librarian in planning, preparing, and conducting children's programs for children from babies to teens in our library, in outside daycares, and at other outreach facilities
- Communicate and promote library activities to library team members, agencies, daycares, and county libraries

RESPONSIBILITIES:

- Assist Head Children's Librarian with:
 - Planning, preparing, and conducting Summer Reading, Fall, Winter/Spring programs, and holiday celebrations, such as Haunted Cellar and Winter Wonderland
 - Tracking usage and attendance statistics of programs for reporting
 - Recommending appropriate children's and young adult books, media and e-Books to purchase for the collection
 - Managing volunteers
 - Updating library website and social media outlets
- Plan and lead library programs for babies through teens at the library or outreach sites
- Work with children and adult patrons
- Work in a team environment with all employees, county agencies, and other libraries
- Use software to create marketing brochures and flyers for library programs and events
- Attend required continuing education training
- Assume other professional duties that may be requested by the Head Children's Librarian or Library Director