



South Georgia Regional Library is seeking a community minded, self-motivated individual who cares about public service to fulfill the role of Youth Services Librarian.

Qualified applicants should submit a cover letter, resume, and SGRL employment application (available at www.sgrl.org) to the information desk any SGRL location, by fax at 229-333-7669, or by mail to the Administrative Assistant, South Georgia Regional Library, 2906 Julia Drive, Valdosta, GA 31602

Applications will be reviewed as received and interviews will occur as qualified applicants are identified.

YOUTH SERVICES LIBRARIAN

PURPOSE

Under direction, the Youth Services Librarian assists patrons in identifying and locating appropriate materials using electronic, print and other resources; trains patrons in the use of resources; develops the collection and prepares and conducts programs designed to encourage library use.

ESSENTIAL POSITION FUNCTIONS

- Develops, implements, conducts, and evaluates a variety of innovative programs for children of all ages, young adults, and parents. Takes a leadership role in system wide children's and young adult services and programs, including the Summer Reading Program.
- Responsible for collection development, including organization, selection, maintenance, and withdrawal of children's and young adult materials based on community needs, usage levels, and relevance.
- Responsible for maintaining budget expenditures to stay within the appropriate levels as assigned for collections, programs, and services of children's and young adult departments.
- Responsible for order and appearance of children and young adult spaces and collections. Creates attractive displays and settings to encourage use.
- Provides reference and readers' advisory and instructs and encourages children, young adults, parents, caregivers, and teachers in literacy skills, information gathering, research skills, digital literacy skills, and the use of library facilities and materials.
- Adopts a community mindset and develops and maintains effective relationships with and provides library services and outreach visits to schools, daycares, community groups, agencies, and non-profit organizations.
- Organizes and conducts library tours, resource demonstrations, and school visits.
- Assists in promoting library use, and helps create lifelong library users.
- Coordinates children's and young adult service operations with other library services and functions.
- Compiles data and prepares statistics for reports. Pursues and applies for grants.
- Serves as an advocate of the library, aids in the execution of the library's guiding statements, represents the library to the community, and participates in publicity, community relations, and

special events.

- Provides desk coverage, as needed.
- Serves as librarian-in-charge, as assigned.
- Performs additional duties as assigned.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

-Master's degree in Library Science from an American Library Association accredited school or degree in Early Childhood or Middle Grades Education and a minimum of (2) years of teaching experience.

Knowledge, Skills, Abilities and Personal Characteristics

-Knowledge of developmental, educational, and recreational needs of children and young adults. Ability to identify and translate children and young adult needs and interests into effective library services and programs.

-Knowledge of literature, materials, and library services related to children and young adults.

-Knowledge of best practices in children and young adult services including guidelines and standards published by Georgia Public Library Service, the American Library Association, and other recognized organizations.

-Ability to communicate effectively with others orally and in writing, including through email.

-Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance, and maintaining morale.

-Provides outstanding customer service. Ability to tactfully and courteously interact with the public.

-Demonstrates a positive attitude, self-motivation, and supports library goals and objectives.

-Maintains current knowledge of and the ability to adhere and uphold organizational policies, procedures, guidelines, and operations.

-Participates in continuing education and skill development. Attends training, workshops, conferences, and other continuing education related to youth services as assigned by library administration.

-Ability to maintain confidentiality and use appropriate judgment in handling information and records.

-Ability to work accurately with attention to detail.

-Superior working knowledge of traditional and electronic resources including web sites and databases; excellent online searching skills.

-Ability to deliver programs and speak before groups.

PREFERRED QUALIFICATIONS

-Programming experience, collection development, and training experience.

- A minimum of two (2) years of customer service experience.

PHYSICAL DEMANDS

-Ability to sit and use computer for extended periods and operate standard office equipment, daily

-Ability to lift and move up to fifty (50) pounds, daily

-Ability to push book trucks with up to 150 pounds of materials on them, daily

- Ability to stand for extended periods, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Travel by automobile is required frequently

WORKING CONDITIONS

- Majority of work performed in general office/library environment
- Requires availability for extended hours as needed
- Requires evenings and/or weekends
- Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of South Georgia Regional Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.