

Children's Department - Children's Services Librarian

Status: Non-Exempt

Hours: 37.5 hours/week (maximum)

Definition: A full-time position responsible for providing support to the Children's Services Department by delivering library programs, assisting with the development of the library's collections, and providing reference and reader's advisory to library patrons.

Reports to: Manager of Children's Services

Duties and Responsibilities:

Programming and Outreach:

- Plan and present weekday and weekend programs, presentations, and storytimes for children age 0-10 at the River Forest Public Library and community locations.
- Contribute to planning, promoting, and implementing the annual Summer Reading Program.
- Work collaboratively with other library staff to assist with planning and implementation of multi-generational programs and community events.
- Work collaboratively with the Manager of Children's Services and other Children's Room staff to establish and maintain community connections.
- Actively promote a lifelong love of reading, learning, and libraries throughout the community.

Collection Development:

- Work with the Manager of Children's Services to select and purchase materials for the Children's Room collection.
- Maintain the Children's Room collection by repairing, reordering, or removing lost, damaged, or low circulating items as assigned by the Manager of Children's Services, using metrics-driven evaluations of collections when possible.

Reference Desk and Reader's Advisory:

- Work regularly scheduled desk shifts assisting children, caregivers, and teachers in finding appropriate print and non-print materials.
- Provide instruction to library patrons on the use of SWAN and electronic resources.
- Create bibliographies, reading lists, and print and non-print displays on special subjects or topics.
- Other duties as assigned.

Administrative:

- Collaborate with library managers and administrators in the planning and execution of strategic initiatives, operations, and special programs at the library.
- Attend and contribute to Children's Department staff meetings.
- Assist the Manager of Children's Services with training Children's Services Associates as assigned.
- Serve as a "person in charge" during evening and weekend shifts when no managers or administrators are present in the building.

Necessary Skills and Abilities:

- Genuine enthusiasm for working with children (age 0-10)
- Ability to identify the interests and developmental needs of children (age 0-10) to design and implement a wide variety of programs
- Strong knowledge of children's literature and experience with readers' advisory.
- Experience with planning and performing storytimes for multiple age groups.
- Demonstrated ability and willingness to collaborate positively in a team environment, including effective interpersonal skills and the ability to express yourself clearly in person and in writing.
- Ability to communicate effectively with program vendors and community partners.
- Ability to work effectively with individuals of all ages, cultures, abilities, and backgrounds.
- Ability to problem solve, think creatively, and make decisions in the moment.
- Demonstrated knowledge of library applications, Microsoft Office products, and other emerging technologies and their application in a library setting.
- Highly organized and able to multitask, exercise initiative, and work independently.

Qualifications

- Master of Library Science degree from an ALA accredited school.
- At least one year of library experience.
- At least one year of experience working with children.
- Must be able to work evenings and weekends.