



Plum Borough Community Library

Youth Services Librarian – Plum Borough Community Library

PURPOSE: The Plum Borough Community Library is seeking a Youth Services Librarian to plan and implement programs and services for youth (birth through Grade 5) and their families, on site and across the community.

JOB TYPE: Full-time, health benefits, retirement matching. Schedule includes some evenings and Saturdays.

SALARY: \$40,000

PLEASE EMAIL RESUME AND COVER LETTER TO: Pam Calfo, Library Director: calfop3@plumlibrary.org

Applications accepted until **Friday, December 5th**. Interested candidates can email a letter of interest, resume and list of three references to Pam Calfo. Please include YOUTH SERVICES LIBRARIAN in the Subject Line.

EXPERIENCE & EDUCATION:

- Bachelor's Degree in Library Science and/or Bachelor's Degree in Elementary/Secondary Education or related field. Master's Degree in the above preferred.
- Equivalent combination of education and experience working with youth and caregivers will also be given serious consideration.

FUNCTIONS & RESPONSIBILITIES:

- Design, promote, implement and evaluate library and community outreach services (from birth to Grade 5), which fulfill the diverse educational, recreational and personal needs for youth.
- Adopt a community engagement mindset and to develop and maintain effective relationships with schools, community groups, agencies, and non-profits that serve youth.
- Participate in the development of equitable library policies and procedures.
- Advocate on behalf of youth and families.
- Work with Teen Program Coordinator and Adult Program Coordinator to plan family programs for all ages.
- Cultivate an enjoyable environment for youth and families.
- Provide reader's advisory for youth, parents and caregivers.
- Ensure the library's collections include relevant print and digital resources aimed at specific interests and needs of the youth in the community.
- Work with the library director to maintain high quality standards of service.
- Build long lasting relationships by engaging with the community and developing strong lines of communication.



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KNOWLEDGE AND SKILLS:

- Experience designing, implementing and evaluating programs and services for youth (from birth to Grade 5).
- Understanding of theories of infant, child and adolescent learning, literacy development and brain development and their implications for library service.
- Knowledge of current trends in library services for and with youth.
- Strong knowledge of current youth literature, interests and behaviors.
- Ability to be organized and communicate effectively with others.
- Ability to establish and maintain effective working relationships with co-workers, patrons, community groups and volunteer groups.
- Learn and stay current with emerging technology and trends.

ADDITIONAL RESPONSIBILITIES:

- Work at library circulation desk as required, and perform all duties associated with the circulation desk.
- Perform other duties as required by the organization's needs.

OTHER:

- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.
- All persons who apply for employment with Plum Borough Community Library will be required to obtain the following clearances:
 - Federal Criminal Background Check
 - PA Criminal Record Check
 - PA Child Abuse History Clearance

This job posting highlights the most critical responsibilities and requirements of the job. It's not all-inclusive. There may be additional duties, responsibilities and qualifications for this job.

WORK ENVIRONMENT:

Physical requirements include sitting; lifting of books and files of approximately 20 lbs or less; pushing of book cart of approximately 35 lbs. or less; bending, squatting, standing, and reaching as needed. Work requires extended periods of time viewing a computer video monitor and operating a keyboard.



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The Plum Borough Community Library provides equal opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, national origin, ethnicity, ancestry, age, disability status, marital status, pregnancy, veteran status, sexual orientation, gender identity and expression, genetic information, political affiliation or any other protected characteristic in accordance with applicable laws and regulations.

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