

Morrill Public Library

Job Title: Children's Services Librarian

Classification: Part Time / Part Time Regular

Pay: Commensurate with experience

Scheduling: This job may require occasional evening or weekend commitments to the library.

Position Overview: Proactively plans, organizes and delivers services in the Children's Library using ideas derived from books, other libraries and through personal contact. Performs duties related to library operations, outreach programs and special activities. Continually seeks and finds ways to promote increased use of the Children's Library. Works with schools and community groups to develop and expand Children's Services.

General Duties

- Plan and organize work according to season, special events, and regular library schedule
- Develop and conduct programs for children to encourage reading, viewing and listening skills, and to use library facilities and materials
- Examine professional publications and other sources to assist the Access & Acquisitions librarian in the selection of books and related materials for the children's collection
- Assemble and arrange displays of books and other materials
- Assist and instruct children in the use of library services and resources
- Help supervise the use of library books, and materials
- Coordinate programs and activities with school librarians, teachers, parents' groups, and community organizations
- Plan and conduct Storytime program for pre-school children on and off site
- Plan and conduct Discovery program for pre-school children
- Plan and conduct After School is Cool program for upper elementary children
- Coordinate, plan, and conduct programs and activities for the Summer Reading Program
- Maintain and request supplies necessary for planned programs
- Help develop materials to publicize the services and resources of the library

Skills, Knowledge, and Abilities

- Possess a solid general education and is especially familiar with children's literature and resources
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Comfortable working with children, parents, caregivers, educators, and administrators
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, city employees, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects
- Knowledge of children's library resources: print, non-print, and electronic
- Ability to represent the library at professional and community meetings
- Exhibit creativity, energy and enthusiasm to promote positive community spirit

Additional Duties

- Cooperate as a team member with library staff in performing essential library duties and participate in library special projects as needed or requested by director

Physical Requirements

- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions
- Ability to operate computers with proficiency using library software, word processing, and the internet
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Vision abilities required include close vision, distance vision, and ability to adjust focus
- Ability to communicate effectively with individuals in person, over the telephone, and via writing
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to travel to attend outreach programs both inside and outside of Hiawatha; must have own transportation (mileage reimbursed)

Minimum Qualifications

Education or Experience: High School diploma required; undergraduate college degree and/or 3+ years experience in children's services or teaching preferred.

Knowledge, Skill and Ability: Considerable initiative in devising new and original children's programs; ability to work well with children, both individually and in groups; ability to deal effectively with parents, caregivers, teachers and school principals. Must have respect for and a genuine interest in the welfare of the children in the community. Must be proficient in the use of the computer.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Morrill Public Library is an equal opportunity employer.