

BEGCPL Children's Librarian Position Description

The Children's Librarian is responsible for scheduling, planning, marketing, and executing children's programming, and managing the children's library collections. The successful candidate will get to promote and nurture the habit of reading with young people. The Bloomfield-Eastern Greene County Public Library (BEGCPL) staff work in a team-oriented environment and are responsible for assisting patrons in utilizing the library and its resources to the fullest.

Children's Librarian Basic Duties and Responsibilities

The following functions are considered essential to this position, and are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive. These duties are important in order to keep the library and its programs running smoothly. Other library-related projects and duties may be assigned when needed and appropriate.

- Schedule, plan, organize, and execute programs and events for children and families, at regular intervals throughout the year, including:
 - Researching presenters, topics, supplies, etc.; contacting performers/experts and overseeing scheduling and contracts (when necessary); programs may be scheduled events, drop-in activities, take-home, passive, interactive, or electronic
- Introduce literature and early literacy skill development through regular story time programs for babies, toddlers, and preschool-age children
- Oversee children's summer reading program: order supplies, schedule, plan, and execute
- Oversee the signage and displays in the children's department and maintain children's circulation desk, providing copies of program schedules, special events, recommended reading lists, etc.
- Create promotional materials for children's programming and share with staff and the community via email, newsletter, flier, social media, library website, and event schedule
- Initiate outreach to and develop partnerships with schools, daycares, preschools, homeschool groups and other community organizations and agencies that serve children and their caregivers
- Plan and present class visits, tours, and other specialized programs for preschool and elementary school aged youth
- Manage and develop the children's library collections by selecting materials, deselecting materials, and maintaining the children's collection
- Assist patrons in identifying and finding appropriate resources and materials
- Research best practice and trends in library services
- Assist in developing appropriate policies to be approved by the Library Board
- Develop procedures for regular tasks and participate in organization-wide process improvement efforts
- Identify program budgetary needs, prepare budget requests, and pursue grant opportunities to secure funds for programming, projects, and events; communicate budget needs with the Library Director
- Manage specific budgets for collection materials and programming purchases
- Report to the Library Director and assists them in the planning, implementation, and evaluation of short- and long-term goals and outreach initiatives
- Submit required reports and budget requests
- Assist with system-wide programs, activities, and initiatives
- Oversee patrons and their use of the library, maintaining the appropriate atmosphere and discipline
- Attend workshops and meetings pertaining to the Children's department, when possible
- Ensure that the children's areas maintain a clean, professional appearance
- Assist in training and professional development
- Collaborate with other staff and assign tasks and responsibilities to Library Assistants in the Children's department as needed

BEGCPL: Children's Librarian

- Communicate regularly with Programming Librarian, Adult Services, Eastern Branch, and Library Director
- Perform Library Assistant duties as needed to keep the department running smoothly (Please review the Library Assistant position description for the complete description)
 - Assist patrons at circulation desk
 - Sort and shelve materials according to their categorization
 - Empty book drop
 - Follow cash management procedures and internal controls
 - Attend regular staff meetings
 - Attend trainings and workshops as appropriate
 - Open and Close the library as needed
 - Act as backup for other positions as needed

Skills and Requirements

Necessary skills:

- Intermediate computer skills, including the ability to navigate a Windows environment, use a Web browser and standard Microsoft software, utilize programs like Canva and Adobe Acrobat, and have an interest in learning new technology – the Children's Librarian is responsible for assisting patrons to use library software, in addition to using it for planning, advertising, conducting programs, and collection development
 - Must have the ability to learn and use the circulation system
- Confidence, strong written and verbal communication, and interpersonal skills – the Children's Librarian interacts with the public on a regular basis
 - Ability to work cooperatively and have positive working relationship with patrons, co-workers, and volunteers
 - Must have the ability to work well with children, both individually and in groups and the ability to communicate effectively with parents and caregivers
 - Ability to follow oral and written instructions, as well as give excellent oral and written instructions
- Ability to work independently with minimal supervision as well as part of a team – The Children's Librarian will have independent responsibilities, but also collaborate with colleagues and the community regularly
 - Ability to prioritize job responsibilities and work independently
- Outstanding organizational skills – The Children's Librarian has to be detail-oriented to make sure programs are executed as planned, and the collections are maintained
 - Ability to organize and prioritize work
 - Ability to handle multiple tasks concurrently
- Knowledge of best practice in children's services – The Children's Librarian will oversee the children's collections and must be able to evaluate additions and removals from the collection
 - Must be familiar with a wide variety of children's literature, trends, and interests; as well as anticipate future trends
 - Ability to evaluate reference sources
 - Ability to evaluate children's literature
- Attention to detail and good problem-solving ability
- Use of discretion with regard to patron privacy
- Tact in handling displeased patrons and providing a positive patron service experience for all patrons
- Dependable, punctual, with good attendance and work habits
- Ability to adapt to a varying work schedule and the ability to travel between branches and to meetings, outreach, workshops, and conferences when required

BEGCPL: Children's Librarian

Physical requirements:

- Must be able to:
 - Carry/lift heavy stacks and/or boxes of books (about 35 lbs)
 - Bend low and reach high to shelve books
 - Push a library cart
- Vision is necessary in all aspects of the position, such as equipment use, observance of patron behavior, paperwork, observing safety of co-workers, public, etc.
- Hearing is necessary for receiving instructions and requests from patron, and for communicating on the telephone
- Talking is necessary for communicating with employees, residents, and the general public
- Taste and Smell are necessary for detecting fumes and gases
- Dexterity is necessary for operating equipment, handwriting, computer keyboard operations, etc.
- Mobility is needed to walk around the library, in the meeting and storage areas

Basic Requirements:

- Education:
 - Bachelor's degree required
 - Master's degree in Library Science from an ALA-accredited program, strongly preferred
- Experience:
 - At least two (2) years of library experience or Experience with young children in learning environments
- Certification:
 - Must hold or be eligible to hold Indiana State Library Certification LC5 or higher; OR the ability to attain one within two years
- Must be able to comprehend, speak, and write the English language
- Must be 18 years of age and have a valid Indiana driver's license

Job Type: Full-time

Schedule: Average 35 hours per week

Shift: Shifts are scheduled around Library hours of operation (<https://bloomfield.lib.in.us/about-us.html>), This position works both Days & Evenings, some evenings are required, as is at least one Saturday per month

Starting Pay: \$17.00-\$19.00 per hour; Starting Pay is dependent upon education and experience

Language: English (Required)

Location: Bloomfield Public Library located at 125 S Franklin St, Bloomfield, IN 47424. Some travel to our Eastern Branch Library, or for professional development is required

Benefits: Health, Dental, Vision, Paid Time Off, Paid Holidays, and Retirement Plan

Extra Special Benefits: Perfecting your drawing skills with crayons; creating excellent art pieces with your mad glue stick skills; sharing your love of children's literature and not feeling the least bit judged; being recognized as THE go-to person for all things child-related; smiling and laughing with little people while realizing you're making an impact on others; providing a welcoming, fun, and safe environment for kids, parents, and caregivers; infusing energy and positivity to your department and library.

Position Open until filled

