



POSITION OF CHILDREN'S LIBRARIAN

Position available January 11, 2021

Will remain open until filled.

Schedule

- Part-time position
- 25 hours per week, including one evening per week and a rotation of every 3rd Saturday.

Primary Functions

- Plans, organizes, directs, and manages all aspects of Children's Library services in conformity with the policies established by the Library Board of Trustees and the Library Director.

Education & Experience

- High School Diploma
- 1 – 3 years of experience working with children in an educational or library setting or such that allowed for the development of the necessary skills, abilities, and knowledge required for the position.

Required Skills, Abilities, and Knowledge

- Considerable knowledge of children's library services, programs, and literature.
- Proficient in use of Microsoft Office applications
- Must possess physical stamina to lift, bend, stand, and walk.
- Artistic skills using in creating posters, displays, etc. are highly desirable.
- Considerable ability to communicate effectively with children and their caregivers.

Specific Duties

- Develops and conducts programs for children that encourage reading and listening skills and use of the library facilities and materials.
- Helps establish and maintain a high standard of children's services in the community
- Manages the selection and de-selection of children's library materials consistent with the library's mission and policies.
- Serves as a liaison to community agencies serving children.
- Provides reference and readers' advisory services to patrons.
- Creates and arranges displays of books and other materials.
- Performs duties in other library areas as needed or as requested by the Director.

Send resume to:
Delta Public Library
attn: Director Baird
402 Main Street
Delta, Ohio 43515

Or email resume to:
bairdca@deltapubliclibrary.org
"Children's Librarian Position" in subject line