

# Columbia County Traveling Library

702 Sawmill Rd. Ste. 101, Bloomsburg, PA 17815 | info@cctllibrary.org | 570-387-8782 | www.travelinglibrary.org

## YOUTH SERVICES LIBRARIAN JOB DESCRIPTION

### (Part-Time, Professional Librarian)

The Youth Services Librarian works part-time, as funding permits, to provide public library services across three sites, including the Bookmobile, the central County Library, and the N4Cs Library at the community center in Benton. The position requires excellent communications skills with diverse people who use the library. It also requires well-developed technical skills with a variety of online information systems. This professional librarian is responsible for working closely with the Library Director to develop and coordinate programming for children and youth on the bookmobile, at the library, and in community locations. They will also provide public services at the County Library service desk and occasionally on the Bookmobile.

### Responsibilities

- Coordinate all children and youth programming, working closely with a team of staff, volunteers, and partners
- Participate in the selection of new children's books and other collection development tasks
- Develop and offer early literacy programming for preschool children and their parents
- Serve as team lead for the summer reading program
- Develop and coordinate middle and high school library clubs
- Follow the principles and strategies established by the Family Place Libraries initiative
- Develop collaborative relationships with school librarians, teachers, and child care professionals
- Participate proactively and enthusiastically in outreach efforts beyond the walls of the library
- Prepare crafts and engaging activities to accompany storytime programs as needed
- Advocate for children and families so that the library and community better meets their needs
- Work with the Library Director and Library Board develop youth-related policies and procedures
- Assist the Library Director in coordinating volunteers and supporting the Friends of the Library Board
- Participate in preparing grant applications and grant reporting
- Cover regular public service shifts, primarily at the County Library but occasionally on the Bookmobile, including checking out books, checking in books, managing book requests, and answering patron questions
- Provide personalized service and book recommendations based on relationships with library users
- Assist patrons with using online library resources and e-book software and hardware
- Follow patron service workflows so that the right book gets to the right person in the right place at the right time
- Assist with print, e-mail, and social media communications
- Process new library materials as needed, including mylar and vinyl book coverings and CD cases
- Support book sales and occasional special events which may happen on evenings and weekends
- Fill in for other staff when needed, to the extent possible

- Six hours of continuing education per year
- Additional duties as required

## Requirements

- A Master's Degree in Library and Information Science, or equivalent degree, from an American Library Association accredited program
- Demonstrated experience serving the public, with a commitment to quality service
- Demonstrated experience working with children and youth from birth through high school
- Must be able to speak to and engage large and small groups of all ages
- Demonstrated expertise with Microsoft Office and Google Workspace applications, as well as Internet technology like Zoom, Canva, website management platforms, and database systems
- A love of reading and the ability to develop familiarity with popular adult and children's books and authors
- Must support the mission, vision, and values of the library
- Must be able to stoop and use a stepstool to reach bookshelves
- Must be able to lift book containers which are typically 20-30 pounds, but could occasionally be up to 50 pounds
- Must maintain strict confidentiality with patron and financial records
- Must have the ability and confidence to drive the bookmobile, with a clean driving record and a valid Pennsylvania driver's license
- Must obtain child abuse and criminal history clearances
- Must serve as a mandated reporter and participate in relevant training
- Must have a bachelor's degree and/or relevant work experience

Compensation starts at \$16 per hour with one week of paid vacation (based on the average weekly schedule) and 16 hours of paid time off. Staff development funds will support attendance at the Pennsylvania Library Association conference and/or similar professional and continuing education events. There is flexibility to take unpaid leave with approval by the Director. Hours should be consistent, but can go up or down based on fundraising success. The position reports to the Library Director and works closely with a team.

*The Columbia County Traveling Library Authority does not discriminate in employment on the basis of race, color, age, religion, sex, national origin, political affiliation, sexual orientation, gender identity or expression, marital status, parental status, disability, genetic information, or other non-merit factor.*

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## OUR VISION

A connected community of readers, learners, and volunteers across Columbia County.

## OUR MISSION

The Columbia County Traveling Library provides quality library services in underserved rural areas. Through the bookmobile, branch libraries, and the online library, we build strong communities by offering access to books, information, and lifelong learning opportunities for all.

## OUR VALUES

### **Personalized Service**

We take time to get to know community members so we can provide a customized library experience by recommending books, answering questions, anticipating needs, and offering programs that inspire and delight.

### **Community Ownership**

Our library is a shared community effort by the people for the people, with financial and volunteer support from individuals, organizations, municipalities, and businesses. We share this important resource with each other.

### **Literacy & Lifelong Learning**

The Traveling Library is a resource that educates, engages, and enlivens people at all stages of life.

### **Free Exchange of Ideas**

We welcome each person equally and help them find the information they need while honoring their privacy and individuality. As a public library, our mandate and mission is to serve the whole community, with no censorship or barriers related to perspectives or points of view. We encourage community conversations in which differing opinions are aired in an atmosphere of civility and respect.

### **Respect for Diversity**

The Columbia County Traveling Library is committed to fostering an environment that is safe, positive, and respectful for all library users, employees, and community members. We pledge to serve our community without bias in regard to individual characteristics of any kind, including but not limited to heritage, nationality, race, ethnicity, immigrant status, religion, beliefs, age, gender, sexual orientation, gender identity or expression, education, veteran status, income, and physical or mental capabilities.

### **Collaboration**

Whenever possible, we offer our support and partnership to organizations which serve Columbia County, including service agencies, schools, pre-schools, and other libraries. Our resources and services are available to help community organizations with a shared mission.

### **Good Stewardship**

We use community funds wisely, adhering to high standards and best practices. We take good care of our resources and strive for sustainable funding for our future.