

**QUALIFICATIONS:** Bachelor's degree, or completion of at least two (2) years of college and three (3) years of public library experience.

**DUTIES:** Assists the Youth Services Librarian in planning, organizing, promoting, and directing the public library's program of services for youth in the county. Plans, develops, and implements special projects for Youth Services Department as assigned by the Youth Services Librarian. Performs circulation functions as needed. Serves as contact between public library and public/private/home schools (K-8) for class assignments, class visitations, etc. Supervises Youth Services Assistants and volunteers as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to deal tactfully, courteously, and effectively with the public and other employees. Effective verbal and written communication skills. Ability to use computers. General knowledge of children's and/or young adult literature as well as adult literature suitable for young people.

**EXAMPLES OF WORK:** Ability to deal tactfully, courteously, and effectively with the public and other employees and assist with customer service. General knowledge of children's and/or young adult media in a variety of formats. Knowledge of the use and maintenance of various equipment (multimedia projector, laminator, etc.) required to perform duties of the Youth Services Department. Able to create program flyers and use computers. Plan and implement a variety of storytelling techniques including but not limited to flannel boards, puppets, props, etc. for story time. Knowledge of and ability to use child related activities such as songs, games, finger plays, and crafts in programming. Ability to encourage reading through book talks to children, young adults, and parents. Plan, prepare, or produce programs with/for other child care providers, i.e. daycare workers, children's literature classes, school librarians.

**TO APPLY:** Send cover letter, resume, and references to Judith at [jwinecoff@arlibrary.org](mailto:jwinecoff@arlibrary.org)

**CLOSING DATE:** This position is open until filled.

