

Position: **Children's Outreach Librarian**
Supervisor: Director
Salary: (Negotiable, Depending on Experience) Paid Insurance, Annual, Holidays and Medical Leave
Exempt Position: At least 40 hours per week, may include night and weekend hours (Evening, Saturday and Sunday hours)

General Statement: The person in this position is responsible for the development of the collection of materials for children (birth through elementary school population), and the joy of reading. This person also develops and coordinates programming for the Central Library and branches for children, and works with branch supervisors to develop skills to deliver programs and to promote youth services.

Duties:

1. Evaluates the collection, order materials and weed the collection.
2. Plan and develop system-wide programs from babies to school-age youth
3. Maintain and expand partnerships with public, private schools and daycare centers in the community
4. Plans, develops, coordinates and evaluates the activities of staff delivering services to children
5. Coordinates and is responsible for the selection and de-selection (weeding), of materials in juvenile collections.
6. Conduct library tours, develop and implement children's and youth programming on a regular basis and plan programs with branch personnel
7. Develop and maintain resources and files for programming materials and keep branch personnel informed of available resources
8. Assist with the development of displays of seasonal and theme-based decorations for the library
9. Assist with reference questions at the Central Library
10. Plan and execute staff development opportunities for children's services, system-wide
11. Stay current with the Internet and software technologies for youth services
12. Create calendars of activities, bibliographies and public relations materials to promote youth services
13. Follow policies and procedures in the library policy and procedures manual
14. Work cooperatively and in professional harmony with staff members, administrators, and the community
15. Maintain confidentiality of library business and operations
16. Implement best practices and latest trends in children's services

Qualifications:

- Master's Degree in Library Science (MLS, MLIS)
- Must have a strong interest and knowledge of children's and young adult literature
- Must be public service-oriented with good oral and written communication skills

- Successful professional library experience serving children, tweens and families, including selecting materials, responding to reference and Readers' Advisory inquiries, planning and producing programs, and creating publicity materials, is required
- Must be proficient in the use of computers
- Must understand theories and Core Competencies of the Association of Library Services to Children (ALSC)

Knowledge, Abilities and Skills:

The person in this position must be interested in literature (books and other materials) for children and young people. He/she must also have an outgoing personality and a strong interest in programming, along with the ability to communicate with these age groups effectively to stimulate an interest in reading and in the use of the library.

Conditions:

May be required to work evenings or weekends for programming needs.

Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to St. John the Baptist Parish Library, Director's Office, 2920 New Highway 51, LaPlace, Louisiana 70068 by 5:00 pm on Friday, February 2, 2018.