

D. Youth Librarian

General Functions:

Plans, organizes and conducts children's & teen programs year round, helps to select materials for the children's section, and covers all other youth related areas.

Qualifications:

- An understanding of library services.
- Knowledge of children's interests, programs available and materials.
- Ability to deal effectively with children, parents, teachers, children's performers and library personnel.
- Ability to learn and understand circulation software associated with the Sirsi shared catalog, the UpNorth Digital library (Overdrive), Hoopla and the Millennium ILL systems. Familiar with other computer software including but not limited to Microsoft Office, MeL databases and navigating the internet for research.
- Must be able to meet Library of Michigan Standards and possess an Associate's degree with an emphasis on early childhood education or its equivalent in experience.

Principle Activities:

1. Plans, organizes and conducts story hours during the school year with classes and groups through in person and virtual programs. Provides other library promotional programs throughout the year to get the youth involved with their library.
2. Plans, organizes and conducts children's summer reading activities. Conducts programs for the main library and branches in coordination with the branch librarians.
3. Plans and prepares youth displays.
4. Maintains the youth and children's portion of the library website.
5. Maintains order of Children's and Teen sections.

6. Keeps Children's & Teens collection in good condition by weeding and selecting materials for repair and binding.
7. Selects youth oriented materials and catalogs them.
8. Orients children's groups on the use of the library.
9. Provides juvenile reference and juvenile readers advisory services.
10. Help cover the front desk, assist patrons and transit shipments when needed.
11. Cover branch libraries as needed.
12. Other related duties as may be assigned.

Approved: August 12, 2009

Revised: July 11, 2012

Revised: December 12, 2012

Revised: September 18, 2013 (added item 7 in Principle Activities, Jolene Michaels, Director)

Revised: March 27, 2014 (No. 4 - Replaced creation of bibliographies with maintenance of website, Jolene Michaels, Director).

Revised: March 10, 2015 (clarified item 7, Jolene Michaels, Director).

