

**Paul Sawyer Public Library**  
**Job Title: Youth Services Specialist**  
**Reports To: Youth Services Coordinator**  
**Status: Full Time; Non-Exempt**  
**APPLICATION DEADLINE: Thursday, November 7<sup>th</sup> by 5:00 pm**

**Job Description**

**Summary:** Under flexible supervision, develops and implements quality programming and public services for children, teens, families and groups. Performs specialized tasks related to functions of the Youth Services Department and the circulation of library materials.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Designs developmentally appropriate programs and events for targeted audiences.
- Plans and organizes activities such as story-hours, special events, and initiatives, etc. that are developmentally appropriate for families, children under 12 and community members.
- Serves as liaison to children and their families at community centers, social services agencies, schools, childcare centers and churches; provides information about library and outreach activities, facilities and services.
- Works to foster relationships with community organizations; develops and works with community and school contacts to promote library services; assists with the development of promotional materials and distribution strategies; delivers and distributes promotional and library materials throughout community.
- Promotes the library and library events to patrons, groups and the community.
- Provides public services.
- Assesses information needs of various age groups and develops services to meet those needs.
- Assesses community needs and designs events and services to meet those needs.
- Assists patrons in selecting materials and using the library.
- Helps to maintain collections within the Youth Services Department by shelving, shelf-reading, etc.
- Primary focus on infants through 5<sup>th</sup> graders.

**Knowledge, Skills, and Abilities**

- Knowledge of contemporary children's literature and literacy best-practices.
- Knowledge of child development with focus on early childhood.
- Knowledge of library databases, digital collections & services.
- Ability to navigate the internet and other online tools, including various social media platforms.
- Ability to solve practical problems without supervisor intervention.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult or emotional customer situations, responding to customer needs and requests for service and assistance.
- Ability to organize own work, setting priorities and meeting deadlines. May be required to adjust schedule to work occasional unscheduled days, evenings or weekends depending on staffing levels.
- Ability to deal with people tactfully and effectively, establish and maintain effective working relations, and provide excellent customer service to all library patrons.
- Ability to contribute to a positive team spirit.
- Ability to develop a project from inception to implementation on time and on budget.
- Ability to balance team and individual responsibilities.
- Ability to respond objectively and with openness to the ideas of others.

- Ability to treat others with respect and consideration, regardless of status or position.
- Ability to design and present developmentally appropriate programs.
- Must follow through on commitments.
- Must be flexible and able to handle frequent interruptions.
- Must have a genuine caring and respect for children.

### **Education and/or Experience**

Bachelor's degree in related field; four to ten years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and interpret most documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to use and interpret decimal numbers.

### **Computer Skills**

To perform this job successfully, an individual must have knowledge of library databases and digital collections. Be proficient using Microsoft Office (with particular proficiency for Word, Publisher, and PowerPoint), social media, and the general internet.

### **Certificates, Licenses, Registrations**

Current Kentucky Driver's License with clean driving record  
 Kentucky Library Certification or eligibility for Kentucky Library Certification

### **Physical Demands**

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information in these situations. The employee must be able to remain in a stationary position 70% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and/or move up to 30 pounds.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Exposure to dust and mold; ink on printed pages; strong scents.

### **Schedule**

37.5 hour work week. The schedule for this position will be based on the needs of organization. It will include at least one evening per week and a weekend rotation, every fourth weekend. Although a

weekly schedule is established, the needs of the library may require schedule changes and flexibility.

### **Salary**

\$18.50 per hour paid on a bi-weekly basis.

### **Benefits**

- Medical, dental, vision and life insurance
- Supplemental benefits to include (but not limited to) short-term disability and long-term disability
- Generous paid time off plan (vacation, sick, holidays)
- Pension plan (mandatory 6% contribution) with employer contribution
- Employee assistance program
- 401k, 457, & IRA

### **HOW TO APPLY:**

Email cover letter with résumé and completed employment application to [HR@pspl.org](mailto:HR@pspl.org). Completed applications and letters may also be dropped off at the front desk of the library. **NO PHONE CALLS.**