

## GRAVENHURST PUBLIC LIBRARY

### POSITION DESCRIPTION

**Position Title:** Child and Youth Services Librarian

**Reports to:** CEO / Chief Librarian or Designate

### POSITION SUMMARY

The Child and Youth Services Librarian is responsible for the development, implementation and evaluation of programming for children and teens; acting as a liaison with the community and providing outreach to schools and other organizations that support youth; maintaining collections for children and teens; providing reader's advisory; promoting services and programs; circulation and reference desk duties; clerical functions; and providing a high level of customer service to library users.

### DUTIES & RESPONSIBILITIES

1. Programming – Develops, implements, and evaluates creative, dynamic, innovative literacy-building programs (in-person and/or virtual) for children and teens both in the library and in the community; reflects and addresses local community needs in programming opportunities; coordinates programming in conjunction with community events and holidays; organizes activities for March Break as well as the summer programming and supervises summer students; remains aware and engaged with relevant trends (i.e. maker spaces, STEAM, digital media) and other interests especially as these relate to new technologies, ensuring programs offered at the Gravenhurst Public Library are current and well attended.
2. Community Liaison and Outreach - Connects with local primary and secondary schools to provide programs and services; liaises with community organizations to develop mutually beneficial programs and partnerships that promote literacy and library services.
3. Collection Development and Reader's Advisory - Provides in-depth information and reader's advisory for children, teens, and their parents/caregivers; maintains collections for children and teens (both physical and digital) and provides recommendations for purchase, assessment, weeding, processing, and repairs; follows established collection development criteria when selecting library materials; ensures the children and teen areas are inviting, interactive and attractive (i.e. book displays, bulletin boards, games, shared tools and activities).

4. Promotions – Represents the Library at outside events and to community organizations; articulates and communicates to stakeholders the needs for children and teens to receive quality library service; promotes library programs and services using social media and traditional marketing tools.
5. Circulation and Reference Desk (when scheduled) - Circulation of materials, ensuring accuracy; renewing materials; submitting requests to ILL; printing hold lists and informing library users about available holds; providing assistance to library users in locating information and/or library materials; providing bibliographic instruction; determining eligibility of applicants for membership; registering new library users and entering information into Horizon; issuing borrower cards; conducting new patron orientation; renew and update memberships; instructing people in the use of library resources and equipment; providing general information and assistance to patrons using the public access terminals; assisting with PC applications, internet and troubleshooting, printers, etc.; providing guidance and direction to student placements and volunteers in the performance of tasks.
6. Handling Transactions and Clerical Duties (when scheduled) – Handling cash; issuing receipts and recording transactions; recording statistics and cash flow; collecting non-resident membership fees; printing of overdue lists, holds, etc.; collecting fines and fees for overdue materials and/or replacement costs for damaged or lost items; following up by telephone on overdue accounts; implementing opening and closing procedures, which includes setting the alarm and ensuring security of library facility.
7. Leadership – Familiarity with the library’s strategic plan; create organizational procedures, processes, and policies; write grants for specific projects; provide statistics and reporting; keep apprised of current library policies and procedures, current news and community happenings; deals with the public in a courteous and efficient manner to promote a high standard of public relations at all times; acts as a goodwill ambassador for the library, promoting the library’s values and services in all user interactions.
8. Carrying out special projects and other duties as assigned by the CEO/Chief Librarian or designate.

## **SUPERVISION REQUIREMENTS**

**Positions Supervised Directly: Student placements, summer program assistants and volunteers**

## **EDUCATION, SKILLS and EXPERIENCE**

1. Masters of Library Science degree from an accredited university program or equivalent Degree; with a specialization in working with children and teens
2. Minimum one (1) year of experience working with children and teens in a public library environment
3. Demonstrated experience with training and instruction
4. Experience producing and providing virtual programming
5. Exceptional readers' advisory skills for families, children and teens
6. Well-developed programming skills with experience in STEAM programming, maker technologies and digital media
7. Demonstrated experience with Windows and Apple products and operating systems.
8. Highly proficient at information service delivery
9. Strong interpersonal communication skills, including a welcoming manner, active listening and nonjudgement response
10. Strong familiarity with current library trends
11. Demonstrated working knowledge of Horizon Library software systems preferred
12. Ability to master, explain, and at times create organizational procedures, processes, policies, and operations
13. Ability to write reports, business correspondence, and procedural manuals
14. Ability to supervise the work of others while fostering a positive work environment
15. Accomplished at working independently while contributing to the work team
16. Demonstrates a positive attitude and supports library goals and objectives
17. Exceptional ability to successfully multitask in a busy environment
18. Able to accommodate a variable schedule
19. Excellent organizational and time management skills
20. Proven aptitude for taking initiative
21. Holds a Valid Ontario Driver's License and has access to a reliable vehicle. Travel within the community is a regular occurrence.
22. Physically able to carry out all aspects of the job
23. Vulnerable Sector (Criminal) Record Check requirement: successful applicants must be prepared to provide a Vulnerable Record Check before being employed by the Gravenhurst Public Library.

## **HEALTH & SAFETY RESPONSIBILITIES:**

As the Gravenhurst Library Board has adopted health and safety policies established by the Town of Gravenhurst, Gravenhurst Public Library staff members are responsible:

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.

6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

## **PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS**

**Environment:** Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information; deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

**Physical:** Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and a vehicle.

## **CONTACTS**

Incumbent communicates regularly with library staff, municipal staff, and the general public.

## **REVIEW/APPROVAL**

**CEO/ Chief Librarian: Julia Reinhart    Date: January 7, 2021**

**Affiliation: Non-Union**

**Job description updated January 7, 2021**