

## Children's Librarian

### Position Description

**Overview:** The Andrew Carnegie Free Library & Music Hall seeks a full-time Children's Librarian. In addition to its lovely library, the ACFL&MH's 35,000 sq. ft historic landmark facility houses an acoustically superb theater, a national treasure of a Civil War room and several unique programming spaces.

Carnegie is a growing and diversifying community. This position offers an opportunity to meet the needs of young people at an exciting time of transition. The right candidate will be: motivated by the importance of supporting children and their caregivers; creative and energetic; enthusiastic about education and life-long learning; motivated to build partnerships with colleagues and community organizations; and committed to the ACFL&MH's mission of community-building.

### Responsibilities:

- Manages all aspects of library service to children and teens, including collection development, program planning, and outreach
- Maintains a tidy, safe, and inviting environment in the Children's Area
- Builds relationships with children, caregivers, and community professionals who work with children, including local elementary and high school
- Staffs circulation desk.

**Qualifications:** 3-5 years of prior work experience with children in an educational setting. An MLIS or equivalent experience working with children is preferred.

**Knowledge & abilities:** Comfortable using computers and digital technology. Friendly and welcoming disposition. Strong communication and customer service skills. Well-organized and attentive to detail. Ability to form and maintain good working relationships with colleagues. Ability to form and maintain rapport with library patrons.

**Salary:** \$32,000-\$36,000

**Benefits:** Monthly health insurance stipend, retirement plan, paid time off, 10 paid holidays, family and medical leave.

**Schedule:** 40 hours a week. This position will require some early evening and Saturday hours.

### Primary duties:

- Plans and implements storytimes, the annual summer reading program, and other events and passive programs for children and youth.
- Maintains relationships and communication with K-12 schools within the community.
- Supervises teen advisory board.
- Manages teen volunteers.
- Maintains Family Place Library certification
- Assists patrons at the circulation desk on a regular basis.

- Provides patrons with basic computer assistance and troubleshooting.
- Provides input and advice on policy decisions affecting children and youth.

*Revised 2/26/2024*