

Swarthmore Public Library
CHILDREN'S LIBRARIAN

Job title: Children's Librarian

Reports to: Library Director

Classification: Full-Time; Non-Exempt; 35 hours a week

POSITION SUMMARY

Under the direction of the Library Director, this position coordinates and manages the children's collections, programming, and activities. The Children's Librarian also leads all storytimes and special services such as the Summer Reading Program. This staff member also provides general library services for all library patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements all aspects of programming for children from birth to elementary age.
- Evaluate community needs and identify opportunities for new programs, services, and collections.
- Helps to create a welcoming, vibrant, and dynamic space for children and their caregivers.
- Serves as the main point of contact for local daycares, preschools, elementary schools, and maintains great relationships with them.
- Participates in staff training and continuing education.
- Select materials for, maintain, and display the children's collections.
- Assists with cataloging and processing of materials for the children's area.
- Assists with fundraising events when needed.
- Assists with circulation duties as needed, including shelving. Also regularly assists patrons with use of collection, including readers' advisory.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college. Masters degree preferred.
- Minimum of 1 year of experience working in a library setting, or
- An equivalent combination of education and experience which provides the required knowledge and skills.

SKILLS AND ABILITIES

- Desire and ability to serve the public with enthusiasm, friendliness, tact, and diplomacy.
- Knowledge of public library programs, including S.T.E.A.M. programming, and services.

- Continuously research and stay informed about the latest developments, trends, and best practices in library services, technology, and collection management.
- Strong interpersonal skills and the ability to work effectively with a wide range of people.
- Ability to comprehend and follow instructions and communicate effectively, orally and in writing.
- Adept at multitasking and organization with keen eye for details.
- Must possess advanced computer application skills.

SPECIAL REQUIREMENTS:

- This position requires satisfactory passage of criminal background check and child abuse clearances.

PHYSICAL DEMANDS:

- Moderate to substantial physical effort is required to perform duties under typical work conditions.
- The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms.
- Vision requirements include the ability to read routine and complex documents and use a computer.
- The employee is sometimes required to lift and/or move up to 25 pounds, climb, stoop, kneel, crouch, or crawl.

HOURS AND BENEFITS:

- Must be adaptable to changing work hours and have flexible availability to fill in where needed.
- Nights and weekends are required.
- Paid time off (PTO) allowance based on longevity of employment plus 12 paid holidays per year.
- Medical and dental insurance provided with employee contributions.
- Optional participation in a TIAA-CREF 403(b) retirement plan.

PLEASE NOTE: This job description is not designed to contain all of the activities, duties or responsibilities that are required of the employee. Other duties may be assigned to meet library needs.

Swarthmore Public Library is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

My signature below indicates that I have received a copy of my job description and that I understand the requirements, essential functions and duties of the position.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____