



Children's Librarian

40 hours per week, salaried with benefits

The Moultrie-Colquitt County Library System is seeking a friendly, positive Children's Librarian to oversee all aspects of children's services and foster a love of reading in children of all ages.

The Children's Librarian works with a high level of independence under the supervision of the Library Director. The Children's Librarian will positively represent the Moultrie-Colquitt County Library System with professionalism through demeanor, appearance and interactions with the public and other staff members.

Job duties include but are not limited to:

- Plans and conducts the children's programs and services under the supervision of the Library Director
- Plans and conducts pre-K story hours throughout the school year
- Plans and conducts a summer reading program for children ages preschool through teens
- Communicates with home schoolers, day cares, teachers, students, parents and community members to promote library services
- Provides attractive displays and settings to encourage reading
- Plans and conducts special programs for after school or holidays
- Hires performers for summer reading program and grants
- Assists library patrons in finding materials, answering questions and providing readers advisory
- Plans for and orders craft supplies and any other items needed for children's programming
- Composes and prepares public relations materials such as flyers, brochures, etc.
- Selects and orders children's & YA materials working within a budget
- Reads and responds to correspondence and email pertaining to youth services
- Compiles statistics on attendance of children's programs throughout the year
- Works at circulation desk checking books in and out, creating library cards, shelves and maintains children's collection as needed
- Deals tactfully and courteously with public and with coworkers
- Upholds library policies and procedures
- Uses library provided means for continuing education and training
- Writes for grants and maintains statistics for reporting

Requirements:

- Strong knowledge of children's literature and best practices in the area of children's service
- Working knowledge of library methods and procedures
- Knowledge on how to conduct a variety of story hours appropriate to children's age groups
- Ability to organize, plan and conduct programs for an entire year
- Strong organizational skills for budgeting and planning a comprehensive children's library program
- Ability to creatively problem-solve and handle stressful situations in a positive and inclusive manner, excellent interpersonal/communication skills, cultural sensitivity, and a sense of humor
- Ability to connect to the community through attendance at meetings and serving on boards or committees that relate to the library's work with children in the community
- Ability to work days, evenings and weekends to provide programming convenient to all

Qualifications:

- Master's Degree in Library Science is not required, but is a plus
- Combination of education and experience will be considered
- Must have a driver's license and dependable vehicle
- Experienced and proficient with computers and internet
- Knowledgeable about books, authors, genres and research
- Pleasant disposition, great customer service skills
- Ability to lift and carry books (push, pull and lift 40 pounds)

Benefits:

- Health insurance, Teacher Retirement, sick and vacation Days, paid holidays

Email resume, cover letter and professional references to Holly Phillips at hbp@mccls.org