



## FORSYTH COUNTY PUBLIC LIBRARY NOTICE OF JOB OPENING

### Youth Specialist – Post Road & Hampton Park Branches (Part-time 25 hours per week, schedule varies)

*Do you love working with children and teens? Love the library?*

*We're looking for a high-energy, enthusiastic individual to join our 4-branch library system.*

*Our programs are popular – over 100,000 people attended our programs in the past year!*

*This part-time, 25-hour per week position offers a generous benefit package – check us out!*

**OVERVIEW:** As a Youth Specialist, you would enthusiastically plan, prepare, and present engaging programs for children and teens. You would also use strong customer service skills to provide front-line information services to library patrons of all ages, with emphasis on children & teens.

**PAY RATE:** \$15.35 per hour (higher for MLIS). Non-exempt.

**GREAT BENEFITS!**

- Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days). Teacher's Retirement System of GA.
- Free: Life (2x pay), Short-term Disability, and Long-term Disability insurances.
- Other options include: Dental, Vision, additional Life, Critical Illness, Legal, Flexible Spending Accounts.

**SCHEDULE:** Part-time, 25 hours per week. **Work schedules will vary and flexibility is required.**

- The library is open 7 days/week, and programs are scheduled on any day of the week.
- Schedule includes a combination of daytime hours, evening hours, and rotating Saturdays & Sundays.  
***Applicants will only be considered if they can meet this flexible schedule as an ongoing requirement.***

**RESPONSIBILITIES:**

- **Programs** – Create, plan, & present fun, age-appropriate literacy-based library programs for children & teens. Assist with preparation and delivery of outreach events. Demonstrate awareness of basic principles of literacy and thorough knowledge of children's & teens' collections and of library resources. Use creativity in conducting programs and producing visually appealing materials. Demonstrate strong skills in public speaking and presentation of programs.
- **Customer Service** – Provide direct customer service to library patrons of all ages (emphasis on children & teens). Greet patrons with a smile; acknowledge patrons who may be waiting. Demonstrate strong customer service skills and effectively resolve problems. Proactively assist patrons in using library services.
- **Information and Readers' Advisory Services** – Conduct reference interviews to determine patrons' needs. Use electronic & print resources to find information, and assist patrons in using these resources. Provide readers' advisory recommendations. Strong technology skills; assist patrons in using computers, software, and electronic devices.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree. Experience in presenting children's programs (1+ years). Customer service or working with the public.
- Knowledge: Classic and popular Easy, Juvenile, and Teen authors. Principles of child literacy and stages of child development.
- Strong skills: Public speaking and verbal communications. Enthusiastic presentation of creative literacy-based programs.
- Computer: Windows, MS Office, databases, electronic/print resources. Assist patrons with computers, software, electronic devices.
- Valid Georgia Driver's License and transportation.
- **Preferred:** Master's in Library Science (MLIS). Georgia Certificate of Librarianship. Planning and presenting programs for teens and children. Public library experience in youth services, reference services, and information services. Bilingual skills.

**TO APPLY:** Submit **Cover Letter, Resume, & FCPL Application** (available at [www.forsythpl.jobs](http://www.forsythpl.jobs) or library information desk) to Human Resources - Posting #E-1808 Forsyth County Public Library, 585 Dahlonga Street, Cumming, GA 30040.  
**Deadline: July 16, 2018.** Questions: [FCPLjobs@forsythpl.org](mailto:FCPLjobs@forsythpl.org) (or call 678-513-9372).

*Physical Demands: Prolonged standing & sitting. Frequent stooping, bending, walking, moving throughout library, pushing fully-loaded book carts & bins. High degree of manual dexterity & repetitive hand movement. Frequent lifting of light objects (e.g., books, reams of paper), occasional lifting of heavy items (e.g., props, puppet theater, tables, tubs of materials), occasional pushing/pulling motions to move chairs, tables, or meeting room wall partitions. Able to independently lift or move a tub/container of materials (up to 40 lbs.). On daily basis, must communicate verbally under pressure, project vocally to a group, distinguish between shades of color. Occasionally manipulates puppets and A/V equipment, and works from a ladder.*

**All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.**

*FCPL is an Equal Opportunity Employer and does not discriminate on the basis of race; color; religion; sex; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth or related medical conditions; or any other legally protected category.*