

FORSYTH COUNTY PUBLIC LIBRARY NOTICE OF JOB OPENING

Youth Specialist

(Part-time 25 hours per week, schedule varies)

Pending budget approval November 15, 2018

*Do you love working with children and teens? Love the library?
We're looking for high-energy, enthusiastic individuals 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: The Youth Specialist position is a front-line customer service position for the Library and provides information, reader's advisory, and circulation services to library patrons of all ages, with a specific emphasis on services for children and teens. It uses electronic and print resources to meet patrons' information needs. It plans, prepares, and presents programs for children and teens. It also assists in collection maintenance and performs a variety of tasks in support of the Library.

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 or library information desk) to Human Resources - Posting #E-1814 Forsyth County Public Library, 585 Dahlonga Street, Cumming, GA 30040.
Deadline: November 19, 2018. Questions: 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.