

FIRST REGIONAL LIBRARY**JOB VACANCY NOTICE: HERNANDO, MS**

Posting Date: October 15, 2018

Removal date: Until Filled

Location:	HERNANDO, MS
Position:	REGIONAL YOUTH SPECIALIST
Department:	HEADQUARTERS
Reports to:	HANNA LEE
Status:	Exempt <input checked="" type="checkbox"/>_Non-Exempt (Part-Time/30 hours Per Week)

DUTIES AND RESPONSIBILITIES:

The Youth Specialist is an enthusiastic, compassionate, self-motivated, problem solving, creative individual who connects with youth and families, establishes community relationships, and organizes programs that support early literacy and school success. Our ideal candidate is a curious, reflective person who is committed to lifelong learning and ready to uphold the core principles of youth librarianship. This position primarily serves young children and youth in daycares, preschools, and other community organizations throughout our five-county region with our bookmobile, the Words on Wheels Early Literacy Book Wagon.

The Youth Specialist helps lead all aspects of youth service at the branch, including:

- **Impacting the lives of youth** - promotes reading, information literacy, school success, and library usage; recommends services and procedures to best serve all youth and families; ensures equity of access for all youth
- **Partnerships** - adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups, agencies and nonprofits that target youth in order to plan and deliver programs, services, and initiatives that meet young adults' needs and interests; educates the public about the value of public libraries and the profession; creatively promotes library services
- **Programs** - designs and implements programming that instills curiosity and stimulates a desire for mastery for all children, teens, and caregivers, both in the library and in the community, including but not limited to Summer Library Programs and STEAM programming; accurately maintains program records and ensures that programs reflect the needs of the community
- **Collections** - supports balanced, community-minded children's and teens collections; creates developmentally-appropriate learning environments; advocates for the rights of all readers
- **Customer Service** - assists patrons of all ages and backgrounds with a complete range of library services at a circulation desk or portable circulation computer

MINIMUM REQUIREMENTS:

- Ability to work evenings, weekends, and mornings; anticipated typical weekly schedule will require five shifts of six hours each, mostly in the morning and early afternoon
- A valid driver's license; a valid Commercial Driver's License (CDL) within 30 days of start date
- Ability to learn and use the Library's computerized circulation system as well as other workplace technologies, especially Microsoft Office Suite, G Suite, and social media applications
- Ability to lift 30-40 pound filled book bins, set up tables, move chairs for programming
- A genuine appreciation for youth from birth through high school and comfort in working with youth both individually and in groups
- Commitment to cultural humility in serving diverse populations
- Excellent verbal and written communication skills, ability to effectively present library programs to all ages with special emphasis on programs for youth, ability to read aloud clearly and dramatically
- Excellent interpersonal skills to interact with staff and patrons of all ages, from all backgrounds
- Ability to work independently, taking initiative, managing time effectively and demonstrating attention to detail
- Ability to uphold library professional standards, the Library's mission, the Library's strategic plan and core values
- Experience driving a bus or large vehicle
- Customer service experience
- Bilingual/Spanish desired

BENEFITS AND SALARY:

\$12.00 per hour, paid monthly. Benefits include: medical, dental, vision, life insurance and MS Retirement

EDUCATION:

High School Diploma or earned GED. Experience working with children in a group setting and/or coursework in education.

*For more information apply online at firstregional.org
Email online application to: hlee@firstregional.org*

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