

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

Posting Date: January 22, 2021

Removal date: Until Filled

Location: OXFORD, MS

Position: YOUTH SPECIALIST

Department: OXFORD, MS

Reports to: LAURA BETH WALKER

Status: Exempt  Non-Exempt (Part-Time 30hrs/per week) Grade:12

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 the core principles of youth librarianship. While First Regional Library Youth Specialists typically serve children and teens from ages 0-18 and their adults, Youth Specialists at some branches may focus more specifically on children or teens, at the direction of the branch manager.

**DUTIES AND RESPONSIBILITIES:**

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
- This is a public services position; other duties as assigned.

**MINIMUM REQUIREMENTS:**

- High school diploma or earned GED
- Ability to work evenings, weekends, and mornings
- A valid driver's license
- Experience working with youth in a group setting and/or coursework in education
- Excellent customer service skills
- 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

**PREFERRED QUALIFICATIONS**

- Customer service experience
- Bilingual/Spanish desired

**BENEFITS AND SALARY:**

\$12.00 per hour, paid monthly. Benefits include health, dental, vision & life insurance; participation in PERS of Mississippi.

**EDUCATION:**

High School Diploma or earned GED. Experience with groups of children and/or coursework in early childhood education preferred.

*For more information apply online at [firstregional.org](http://firstregional.org)  
Email online application to: [lbwalker@firstregional.org](mailto:lbwalker@firstregional.org)*

*EOE minorities/female/disabled/veteran*