



Youth Services Specialists (2 positions)

Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking two full-time Youth Services Specialists to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Provide specialized, advanced knowledge of Youth Literature to staff and patrons.
- Offer patron assistance and research for children, teens, parents, teachers, and others.
- In collaboration with Youth Services Team Leader, oversee, plan, prepare, coordinate, promote, lead and evaluate activities related to Children’s programs.
- Assist with Children’s Programs as assigned.
- Plan, prepare and conduct storytimes and programs for babies, toddlers, preschoolers, and families as assigned.
- Advocate for patrons, assessing needs and working with YS Team Leader to fulfill these needs.
- Implement departmental goals in keeping with library mission and help develop and administer methods/programs to achieve those goals.
- Collection development and maintenance, including selecting materials and building collection in assigned area(s).
- Provide monthly progress and service reports as required.
- Perform other responsibilities as apparent or assigned.

Required Skills & Knowledge

- Master of Library Science degree from an ALA accredited institution, or related Master’s degree for Youth Services Specialist (level 2); will consider a Bachelor’s degree in Education or with Library Science for Youth Services Specialist (level 1).
- Minimum 2 years of work experience with youth in library or educational environment.
- Strong customer service orientation with minimum 2 years of work experience serving the public.
- Previous storytime, programming and collection development experience preferred.
- Working knowledge of Youth literature in all formats.
- Knowledge of youth developmental learning theory and teen pop culture.
- Self-motivated, organized, efficient and productive with excellent time management skills.
- Excellent written and verbal communications skills.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Desktop publishing experience; web and MS Office software.
- Ability to meet schedule requirements, including nights and weekends.

Compensation & Benefits

- Bargaining unit position with starting wage of \$22.85/hour with Master’s degree or \$18.96/hour with Bachelor’s degree.
- Excellent benefits package.

Schedule of Hours

- Full-time 40 hours per week, includes Sundays per scheduling guidelines.

Daily Schedule	Position #1	Position #2
Monday	1:00 pm – 9:00 pm	1:00 pm – 9:00 pm
Tuesday	9:00 am – 5:00 pm	9:00 am – 5:00 pm
Wednesday	9:00 am – 5:00 pm	9:00 am – 5:00 pm
Thursday	9:00 am – 5:00 pm	1:00 pm – 9:00 pm
Alternating Friday with Saturday	1:00 pm – 9:00 pm 9:00 am – 5:00 pm	1:00 pm – 9:00 pm 9:00 am – 5:00 pm

To Apply

To be considered, please submit cover letter, resume *and* WCPL application to: Human Resources – YSS624WP, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wclibrary.info.

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.