



Youth Services Specialist

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 a full-time Youth Services Specialist to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Oversight of Teen Advisory Board (TAB).
- 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 Leaders, oversee, plan, coordinate work, promote, perform tasks and evaluate Children's and Teen programs.
- Plan, prepare and conduct Storytimes 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.
- Oversee, plan and coordinate all related promotional activities.
- 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

- MLS from an ALA accredited institution, or related Master's degree required.
- Minimum 2 years of work experience with youth in library or educational environment.
- Strong customer service orientation with 2 years of work experience serving the public.
- Previous storytime experience, programming experience, collection development and training experience.
- Youth literature expertise in all formats.
- Knowledge of Teen Literature, developmental learning theory and teen pop culture.
- Knowledge of the 40 Development Assets of Teens a plus.
- 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

- Starting wage is \$17.12/hour
- Excellent benefits package including pick-up of employee's portion of OPERS contribution

Schedule of Hours

- Mondays 1 pm – 9 pm
- Tuesdays 9 am – 5 pm
- Wednesdays 9 am – 5 pm
- Thursdays 12 pm – 9 pm
- Alternating Friday 1, 9 am – 5 pm & Saturday 2, 9 am – 5 pm

This position will require working on Sundays per scheduling guidelines. The schedule of hours will change in May 2019.

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to: Human Resources – **YSS319WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wcpl.lib.oh.us.

- 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.