



JOB POSTING
Youth Services Librarian

POSITION: Youth Services Librarian

SALARY: Salary from \$44,000 commensurate with experience. Generous benefits package, IMRF.

The Wheaton Public Library is seeking applicants for the position of Youth Services Librarian. This individual will be an enthusiastic self-starter with a positive attitude that is eager to engage the community's children and families through library services and programs.

Responsibilities include:

- Develop and coordinate programs and special events both in and outside the library
- Develop passive and drop-in programming within Youth Services
- Work the Youth Services service desks to provide readers' advisory and general library assistance
- Develop booklists and bibliographies for the department
- Assist in collection development and weeding
- Assist in outreach to local schools and organizations
- Other projects and duties as assigned

GENERAL PURPOSE: Responsible for assuring high patron and employee satisfaction with all aspects of Youth Services in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision.

EDUCATION REQUIREMENTS:

- L.T.A. is the minimum requirement.
- M.L.S. from an ALA Accredited Institution is preferred.
- Experience and/or coursework in library youth services outreach, programming, PR/marketing, and/or grant writing is preferred.
- Valid IL driver's license required.

SCHEDULING:

Full time position. Work weekends/evenings/special events as needed.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

See attached Job Description.

JOB SETTING / ENVIRONMENTAL / SOCIAL CONDITIONS:

See attached Job Description.

TO APPLY: Qualified individuals interested in this position should submit a resume & cover letter to:
Joyce Kent, Business/HR Manager joyce@wheatonlibrary.org