

Mascoutah Public Library: Youth Services Librarian

Job Description

The Youth Services Librarian is the face of the library for all youth related functions. They plan and conduct all programs for patrons ages preschool through 18 including the annual summer reading program. They act as liaison with local schools to plan visits to the library and assist with the library's outreach. They manage the library's youth collection including ordering materials.

Duties & Responsibilities

Plans and conducts programs for patrons ages preschool through 18.

Plans and conducts the summer reading program

Facilitates school visits to the library

Manages the library's youth collection

Assists with library outreach

Creates promotional materials for the library

Provide customer service

Assist with general circulation duties

Perform other duties as assigned

Education & Skills

High school diploma or equivalent. Bachelor's degree preferred.

Three years of library, youth programming, or youth education work experience.

Computer proficiency

Customer service skills

Critical thinking skills and an attention to detail

Physical Demands

Must have the ability to lift (moderate – up to 50 pounds) push, bend and stretch

Scheduling Requirements

40 hours per week

Night & Saturday availability

Compensation

\$20 per Hour

Illinois Municipal Retirement Fund

Health, Dental, and Vision Insurance (Employee Only)