

Position: Youth & Adult Services Librarian

Description: As the Youth Services Librarian you will develop and participate in programs for children ages 0 -18 and their families, and create virtual and on-site programming for adults. You will be expected to select material for and maintain the children's and teen collections, and assist with technology of all ages. You will collaborate with the local school to coordinate events and activities, shelve library materials as needed, staff the front desk as needed.

This position is for 29 hours per week with rotating Saturdays once a month; at the existing library premise – 61 W. Main Street, Milltown, WI. Bending/twisting and reaching is required as well as the ability to lift and carry 30 pounds or more. Salary is \$17.00/hour.

Knowledge of:

- children's literature and child development
- library skills and operations

Ability to:

- troubleshoot technology with patrons
- update and create web site & Facebook pages
- create marketing materials including posters, flyers and newspaper articles
- Create library displays; choose material for displays & create marketing piece to advertise the display.

Desired characteristics:

- Flexible in scheduling hours.
- Creative, enthusiastic and team oriented.
- Excellent interpersonal skills
- Communicate effectively ideas and information in written and verbal form

Qualifications:

- BA in Library Science, Education, Early Learning or similar degree preferred
- Prior service with a library system
- Experience working with children & adult programming
- Proficient with web site design & social media

This position reports to the Library Director. Email Director at: bonnie@milltownpubliclibrary.org