

Employment Opportunity: Part-Time Youth Services Librarian

The Colfax Public Library is looking for a creative, outgoing, and highly motivated part-time Youth Services Librarian, who loves children and children's literature. Responsibilities include planning and conducting story time and the Summer Reading program, family programs, conducting library tours, reader's advisory, collection development of children's materials, circulation operations, reference help, shelving and literacy information. Candidate must have strong communication skills, including written, verbal and answering phone calls.

Willingness to develop liaisons with the school district and community organizations in order to promote the library and its services is very important to the success of this position. This position reports to the Library Director.

Requirements:

Knowledge of computers and computer programs such as Word, Excel, and basic Internet skills are required. Some knowledge of social media such as Facebook, blogs and Twitter are helpful, but not required.

Must have the ability to lift and/or move/or push 50 pounds on a regular basis (e.g. to retrieve books from outside book drop, unload materials from the courier delivery, and accept other delivery shipments).

Must be available to travel to children's workshops and library training sessions. A valid Wisconsin driver's license and an automobile are required.

Availability:

This position is scheduled for 15 hrs/week, and must be willing to work some evening hours and cover for employee sick time and vacation.

Qualifications:

The candidate must have a high school diploma with some post-secondary education preferred. Applicants must have previous experience working with children, preferably library or educational experience.

Contact:

A job application, cover letter, resume and 3 references are required and may be sent electronically to ludwig@colfaxpubliclibrary.org, or mail: Colfax Public Library, Attn: Lisa Ludwig, 613 Main Street, P.O. Box Colfax, WI 54730. The job application, and job description can be obtained by going to the library webpage: www.colfaxpubliclibrary.org, or stopping by the library during open hours.

Deadline: October 14, 2011 by 5 pm.