

Job Title: Youth Services Specialist

We are now accepting applications for several full-time positions (Berlin, Snow Hill, and Pocomoke locations).

Minimum pay for this position is County Pay Grade 14, Step 1 (\$43,493 annually).

Under the direction of the library branch manager, develops and implements children's and youth programming; selects and order materials for children's and teen collection and programs; provides reference and reading information to customers; prepares marketing and sets up relevant display materials; assists library patrons in other areas as needed; performs other duties as assigned.

Duties and Responsibilities:

- Develops and implements seasonal and age-appropriate children's programming including STEM, STEM early learning activities, and youth programming;
- Selects and orders materials for programs and library collection;
- Provides reference and reading information to parents and other patrons;
- Coordinates outreach programs with the community and schools;
- Plans and arranges display materials and keeps bulletin boards current;
- Assists other library staff and patrons as needed;
- Attends meetings, workshops and continuing education opportunities;
- Maintains records of workshop attendance;
- Maintains a safe and appropriate area for children and youth;
- Uses the ILS to complete card registrations and other circulation duties;
- Ensures confidentiality of information and records and complies with the record retention schedule.
- Adheres to the Worcester County Government and Library Personnel Rules & Regulations.
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc.
- Performs other duties as assigned.

Qualifications and Skills

- Bachelor's degree; one to three years related experience; or equivalent combination of technical training, and related experience.
- Thorough knowledge of established library practices and procedures and knowledge of child development and children's literature;
- Ability to communicate with children of all ages in addition to their parents/caregivers;
- Ability to work independently and with volunteers;
- Strong communication, organization and problem solving skills;
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, Publisher, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
- Working knowledge of technology trends.
- Demonstrates excellent customer service skills while working with internal and external customers.
- Works to offer engaging, developmentally appropriate, and culturally responsive environments in the library for youth.
- Valid driver's license, with less than 4 points (MD).
- Ability to pass a criminal background check.
- Ability to work days, evenings, and weekends

Working Conditions

Physical demands of position include:

- Sitting, standing, walking, climbing, and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less

- Lifting and carrying: 50 pounds or less
- Handling: processing, picking up and shelving books and materials
- Fingering: typing, writing, filing, sorting, shelving and processing
- Pushing and pulling: objects weighing 60-80 pounds on wheels
- Mobility: travel to meetings outside library

Mental demands of position include:

- Communication skills: effectively communicate ideas and information both in written and oral form
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Time management: follows priorities set by supervisor, communicates if/when adjustments are necessary