

Must be an enthusiastic person who enjoys working with and respects children.

Oversee all aspects of the Children's Library. Supervise Children's Library Assistant and volunteers and assign duties such as shelving, craft preparation, etc. Must be able to multi task.

Provide pleasant surroundings and establish good relationships with young patrons of all ages. Maintain a warm and welcoming environment.

Stimulate children's reading by means of special programs, story hours, and summer reading programs. Prepare a schedule of activities on a quarterly basis. Schedule, plan, implement, and promote programming. Maintain records of programs and attendance. Prepare year end statistical report of children's activities. Order supplies for craft time and help prepare crafts if necessary.

Educate young patrons on how to use the library and its materials. Provide outreach programs for local institutions. Conduct tours of the library for special groups such as Scouts and school groups.

Promote library services both in and outside the library. Go to area schools to promote library programs and to distribute promotional materials. Create promotional materials—signs, fliers, posters, etc. Publicize programs on Facebook. Maintain the website, monthly e-newsletter that informs families of upcoming events, and social media.

Read professional journals to make suggestions for purchase of children's materials. Keep financial records of all purchases and reconcile petty cash. Keep abreast of all the latest children's and young adult literature. Establish new types of collections such as comic books, paperbacks, etc.

Sort through donated books to determine if any can be added to the collection. Assign call numbers/reading levels to acquired books.

Provide and maintain a basic collection of books and other materials. Provide advisory services and reference work.

Weed books and audio visual materials to keep the collection current. Responsible for shelving books and shelf reading. Keep the children's area and storage area neat and tidy.

Work 2 evenings a week and every other Saturday as scheduled. Cooperate with other staff members to complete library duties as needed. Assist at the circulation desk as scheduled or when needed. Help answer the telephone; answer by first or second ring whenever possible.

Attend district meetings to discuss children's programs. Collaborate with County Children's Librarians and Beaver Area School Librarians. Work with county libraries for summer reading programs. Communicate with local entities to promote a positive image for the library.

## **LIBRARY PROFILE**

Library Name: Beaver Area Memorial Library

Member of: Beaver County Library System

Access PA

Library Location: 100 College Avenue, Beaver, PA

Areas served: Beaver Area—Beaver County, PA

Registered Borrowers (2022): 5,263

Number of Items in Collection (2022): 51,961

Number of Children's Programs (2021): 181

Number of Participants who attended Programs (2021): 5,864

Number of children who signed up for summer reading (2022): 558

## **JOB OBJECTIVE**

This a full time, professional position located in the Beaver Area Memorial Library which is the busiest (but not the largest) public library in Beaver County. This library is committed to providing a diversity of materials and services designed to meet the informational, cultural, educational, and recreational needs of the citizens of the Beaver Area. The Beaver Library has a strong commitment to youth services. The Board of Trustees and Director are searching for a creative, energetic individual to work with staff and volunteers in order to enhance the existing children's services through planning, conducting, and advocating services that meet the needs of children in the Beaver Area and surrounding communities. In addition, the person in this position will be asked to support the delivery of young adult and reference services and to participate in the selection and acquisition of library materials for children of all ages.