



Children's Collection Specialist & Program Coordinator

Job Description

Title: Children's Collection Specialist & Program Coordinator

Location: Main Branch in Winnsboro

Appointment: Full Time

Weekly Hours: 40

Pay Rate: Dependent upon qualifications

Primary Job Responsibilities:

- Oversee the organization and maintenance of the children's collection
- Maintain a pleasant, inviting, and safe environment, including creating imaginative and inviting bulletin boards and book displays
- Analyze collection for development needs
- Read reviews and recommend books and other juvenile or young adult material for purchase
- Communicate in a friendly, effective, and professional manner with library staff and the public
- Assist children and parent/guardian(s) in the use of the library, its resources, and material that is age and ability appropriate
- Oversee the use of public children computer stations
- Assist with the planning, organizing, and publicizing within budget children (age 0-12) and young adult (age 13-17) programs including but not limited to:
 - Summer Reading
 - StoryWalk®
 - Toddler Time
 - Story Times
 - Special or Seasonal Events
 - Craft Activities
 - Reading or Book Clubs
- Complete statistical reports on attendance and participation for youth activities throughout the year
- Uphold established library policy and procedures
- Make suggestions for the formulation of policies and development of procedures related to children and young adult services

Other Job Responsibilities:

- Cover circulation during lunch rotations or other situations when needed
 - Check library materials in/out, assisting patrons with making copies and printing, collecting fines, answering the phone, assisting patrons in search of library material, use of computers, etc
- Perform inventory checks
- Perform routine clerical duties including shelving, answering & routing phone calls, etc.
- Participate in professional development that will enhance job skills and complete required annual training when necessary

Qualifications:

We are looking for a dynamic, energetic, and creative individual, capable of working independently and as part of a team. This person is responsible for the oversight of the children collection as well as working alongside other library staff for children and young adult programs/activities. The employee will plan and implement exciting programs that are educational and entertaining for youth in the library and in the community. This is a full time position in the library. In addition to collection management and programming responsibilities, the employee performs a variety of clerical and basic library tasks under the direct supervision of the Library Director.

- Potential candidates must possess a high school diploma or equivalent diploma, a valid driver's license, customer service and communication skills.
- The candidate must be able to interact and communicate effectively with staff and public.
- The ideal candidate will possess some college or vocational training. 18 hours of library science is preferred.
- Experience planning and administering children's programs and working with children is desired.
- Applicants should possess computer and internet skills, be detail oriented, and enjoy working with children and the public.

Benefits include:

- Inclusion in the Parochial Employees' Retirement System of Louisiana
- Paid Holidays
- Accrual of vacation and sick leave

Franklin Parish Library's Mission Statement:

The Franklin Parish Library seeks to foster a life-long love of reading in all its patrons, facilitate research and study, to ensure equal access and service to all, and to enrich the parish by providing opportunities for information, education, culture, recreation, inspirations, and imagination. The library further seeks to be a faithful steward of the resources entrusted by the taxpayers of Franklin Parish.

Franklin Parish Library is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or other characteristics provided by law. After an offer of employment is made and prior to hiring, a candidate may be drug tested at the library's expense and a detailed background investigation will be required.