



Jackson Public Library

Job title: Children's Librarian

The Jackson Public Library is seeking an energetic, positive, creative, friendly, and tech savvy person to join our team.

Overview: The Children's Librarian is a dynamic position that includes planning and implementing programming, reader's advisory, creating displays and crafts with a concentration on youth services. It also includes working with the general public, volunteers, staff, and technology.

Training, skills, experience: Knowledge of child development and experience conducting children's programming. College education preferred or equivalent professional experience considered. Knowledge of public library services, practices, and procedures. Exceptional communication skills, both written and verbal. Ability to give friendly professional service to patrons of all ages and walks of life. Sense of humor, flexible thinking, strong work ethic, and a passion for learning.

Characteristic duties and responsibilities:

- Enjoy working with children and demonstrate empathy for their interests and needs
- Plan, develop, and implement programs and activities for children and young adults. These may include: storytimes, book clubs, craft activities throughout the year
- Host Jackson Grammar School students and staff for weekly circulation visits
- Develop and facilitate Summer Reading Program
- Maintain good relations with public, staff, and volunteers
- Handle all aspects of library operation
 - Greet and assist public
 - Provide service at the circulation desk
 - Contribute to collection development and maintenance
 - Create and maintain library displays
- Attend professional development opportunities
- Perform additional duties as assigned and needed

Hourly Compensation: \$18 -20 per hour

Hours: 15 hours week, 1 Saturday a month, year round

Direct Supervisor: Library Director

Background check: Criminal background check required

To Apply: Email cover letter, resume, and three professional references to director@jacksonlibrary.org