

Warren County Public Library
Early Childhood Librarian
Job Description

Job Status: Full time, hourly

Reports To: Youth Services Manager

Work Schedule: Both flexible + structured hours

Location: Bob Kirby Branch Library (175 Iron Skillet Ct.); travel to other branches and community locations as needed for events and programs.

Starting Compensation: \$16/hour with full benefits (PTO; Retirement & Deferred Compensation; Health, Dental, Vision & Life Insurance)

Pre-employment background check and clean motor vehicle record are required.

JOB DESCRIPTION: Full time position available for a charismatic, kind, outgoing, creative, and thoughtful person who is passionate about early childhood experiences, community building, equitable access, and programming that incorporates early childhood development, school readiness, accessibility, and family enrichment. Ideal candidates for this position are able to encourage and excite young children and their families through literary activities at the library such as storytimes, family events, and reading programs within our system. This individual cares about the values of WCPL and the story we are building through our early childhood programs and experiences. Candidates for this position exhibit exemplary public service, a passion for children's literature and storytelling, the ability to provide equitable experiences for all children, and the ability to connect and advocate for patrons of all ages including those with diverse backgrounds and abilities. The Early Childhood Librarian is expected to work at least one evening per week and one weekend per month and must be willing to be flexible with their schedule and duties as needed to accommodate system and community needs. They work as part of the programming division of WCPL and will be asked to understand the broad scope of events and initiatives happening across the system.

Location: All Warren County Public Library locations - with a workstation based out of the Bob Kirby Branch Library (175 Iron Skillet Ct., Bowling Green, KY).

TASKS

- Develop and provide regular, weekly programs for infants, toddlers, preschoolers and their families.
- Support the other programming team members with their programs and events as needed.
- Help maintain a welcoming environment at the Kirby Children's Spaces by keeping the programming room clean, organized, and accessible for patrons.
- Provide engaging passive programming opportunities for young children and their families.

- Cultivate and maintain a playful space in the children's area and support future opportunities of play at the library.
- Support the library's Early Childhood Council partnership by assisting with the ReadyRosie and First Three initiatives.
- Provide regular evening family engagement opportunities at Bob Kirby.
- Support field trip opportunities to the library at Bob Kirby.
- Support Outreach programming such as character visits, storytimes, resource talks, and resource tables.
- Support the seasonal events for children and families at the library such as: Santa Visits, Egg Hunts, Dinovember, 1,000 Books Before Kindergarten, Read Across America, Summer Reading and Winter Reading.
- Perform as a costume character as needed.
- Provide substitute coverage for storytimes and events across the system when needed.
- Cover the circulation desk when necessary.
- Assist patrons in locating books and other materials. Recommend and suggest library materials to children and adults.
- Assist patrons with directional questions, access to library materials, reference requests, and related duties of working the Kirby circulation desk.
- Other duties as assigned.

KNOWLEDGE/SKILLS:

- Strong organizational and communication skills and proven ability to problem solve independently.
- Strong emotional and interpersonal intelligence.
- Strong classroom management skills.
- Ability to create and lead multiple programs a week that hold the attention of the desired audience and provide educational and enriching experiences to children.
- Ability to be socially confident and energetic in large groups of people.
- Represent the public servant mindset that is intrinsic to WCPL's culture.
- Knowledge of developmental, early literacy, recreational and educational needs of children.
- Knowledge of best practices in community assessment and engagement.
- Cultural competence skills.
- Ability to serve community members of all backgrounds and demographics with empathy and dignity.
- Strong computer skills and familiarity with Google Workspace.

SUPERVISION & ACCOUNTABILITY

- A pre-employment background check and clean MVR required.
- This position is a part of the Programming Division.
- This position is supervised by the Youth Services Manager, but will report to all managers on duty.

SUGGESTED DEGREE OR EQUIVALENT EXPERIENCE

(One or more of the following):

- Experience working in a library setting in a youth services capacity.
- Experience working in a classroom or daycare setting.
- Experience providing similar programs or opportunities in community centers or other public or private spaces.
- Bachelor's Degree in applicable/related field.

ABILITIES:

- Able to communicate effectively with others in a timely & professional manner, both in person and in writing – including email.
- Able to identify and translate community members' needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, supervisors, patrons, community organizations, stakeholders, and volunteers, and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Willing to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be adept at speaking to large groups.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.