



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=13266

Children's Librarian: Paoli Library

Description

Tredyffrin Township Library seeks a Children's Librarian for the Paoli Library who can perform a variety of duties, including but not limited to: Plans and implements literacy-focused programs for children and affiliated adults. Initiates, evaluates, and revises programs and one-time special events. Selects and purchases program supplies. Maintains thorough and complete financial records. Responsible for meeting room bookings and program listings for all children's programs on Chester County Library System's event calendar. Sets registration requirements and monitors children's program registration. Promotes programs through various forms of communication.

Coordinates the development of the children's collection. Selects print and non-print materials for children through grade six. Tracks collection expenditures and monitors spending. Adheres closely to budgeted amounts. Uses reports, statistics, and lists to track, manage, review, and weed materials in the children's collection.

Provides reader's advisory and reference services to children and their affiliated adults. Acts as a consultant to the staff in resolving issues/concerns relating to children. Educates staff and patrons in basic search methods and resource use as it relates to children's materials. Provides instructions on the use of library resources and assists patrons with locating library materials.

Provides one-on-one technology instruction to children and families. Initiates and implements outreach and library advocacy to schools and organizations with the goal of increasing visibility within the community and enhancing the libraries' programming, services, and materials. Develops relationships with school librarians in the T/E and Great Valley school districts. Develops and enriches professional skills and knowledge by attending seminars, conferences etc.

Responsible for the general supervision of library employees. Specific responsibilities include but are not limited to: Educating staff and volunteers on appropriate library policies and procedures; monitoring staff behavior and interactions with other staff members, volunteers, and the public; reporting any issues with staff or volunteers to the Branch Manager or Library Director; coordinating staff scheduling.

Collects data for statistical analysis and reports data to the Director. Attends and participates in professional library conferences, seminars, and network committees. Completed continuing education courses as required. Other duties as assigned.

Qualifications

- ALA accredited master's degree in Library Science required.
- At least 2 years working a public library environment
- At least one-year direct children's programming experience
- Considerable knowledge of children's literature
- Basic knowledge of child development and child safety
- Supervisory experience preferred

Hiring organization

Tredyffrin Township Libraries

Employment Type

Full-time

Industry

Children's

Job Location

18 Darby Road, 19301, Paoli

Working Hours

Full-time: includes some nights & weekend hours

Base Salary

\$ 45 - 50 K

Date posted

November 8, 2021

All library positions require the following criminal background and child abuse clearances:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Tredyffrin seeks candidates with a strong work ethic, positive attitude, and desire to learn new skills. Applicants that receive a formal employment offer must successfully complete drug screen and background checks. [For more information on this position, click here.](#)

Contacts

This is a full-time, exempt position with excellent benefits. Starting salary is \$45,000-\$50,000 depending on experience. EOE. Subject to background/drug screens. Interested candidates should send their resume, [employment application \(required\)](#), and professional references to red_hire@tredyffrin.org or mail to Tredyffrin Township, Attn: Human Resources, 1100 DuPortail Road, Berwyn, PA 19312.

Position open until filled.