



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Youth Services Librarian	Reports to: Library Director
Department: Library	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 25-4021	Last Updated: 03/15/2021
Home Campus: Keshena Campus	Posting Status: Second Posting – Open to All
Grant Funded: Partially Grant Funded	Application Deadline: Open Until Filled

Position Summary: The S. Verna Fowler Academic / Menominee Public Library subscribes to the philosophy that every child is entitled to a free, readily accessible and specialized program of library services. The aim of the public library service is to introduce children to the love of reading and literature, to develop capable users of information and technology, and to encourage each child's development to his or her fullest potential. The primary responsibility of this position is the coordination and implementation of library services for pre-school, elementary, and young adult library users. The Youth Services Librarian will have full supervision of the Children's area and maintain a quiet, safe, productive, and attractive environment. This position involves working directly with children and their parents or caregivers. This position works until the library closes.

Position Responsibilities & Duties:

- Responsible for creating event flyers and promotional materials for youth programs and working in conjunction with library staff on collaborative programs.
- Provides a wide and diverse variety of electronic resources, audiovisual materials, print materials, and other resource materials to best serve the needs of children and their caregivers.
- Applies criteria for evaluating the content and artistic merit of children's materials in all genres and formats.
- Maintains a diverse collection for children and young adults, paying attention to the needs of parents, caregivers, and children.
- Responsible for order and appearance of children's collection. Maintains a colorful and stimulating environment creating and updating display areas whenever possible. Monitors the conditions of the children's service area and the security of the children's collection and area.
- Plans, organizes, and supervises programs for children of all ages including school year and summer reading programs in order to encourage reading, viewing, and listening of library materials and help create lifelong library users; provides library service to the elementary schools and community through programs such as class visits, summer reading events, storytelling programs for pre-school children, book talks for students, etc.
- Facilitates Library's Maker Space, ordering supplies, creating and implementing STEAM programming and technology-based experiences for library patrons.
- Seeks collaborations for strong community engagements with schools, tribal agencies and other community organizations to provide programs, outreach and initiatives that address the needs and interests of the community.
- Identifies and utilizes skilled resources people to present programs and information as both in person activities and virtually via zoom and using live platforms.
- Communicates with the Library Director regarding a variety of issues including
 - -Budgeting for the collections, services, and programs of the Children's Department
 - -Statistics for youth events
 - -Grant funded initiatives

- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Must be able to work until the library closes
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A bachelors degree (in education preferred) from an accredited college or university
- Two years' experience working with youth
- Experience with family or youth programming
- Must have a reliable vehicle with liability insurance
- Must possess a valid Wisconsin driver's license
- Must pass a background check

Desired Qualification:

- Experience in a library setting
- Ability to work independently, collaboratively, and effectively with faculty, students, staff, children, parents, caregivers, and educators
- Excellent communication skills both written and verbal
- Computer skills - must know Microsoft office suite, Google applications, Zoom
- Good work history

Reporting to this Position: No Direct Reports

Physical Demands & Work Environment:

Work will take place typically at the S. Verna Fowler Academic Library / Menominee Public Library. Physical demands are classified as Light – lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs office functions - Frequently
- Exposure to office/class room environment - Constant
- Exposure to shop or maintenance environment - Never

Tools & Equipment Used: scanner, computer, photocopier, digital / video camera, phone, calculator

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: hr@menominee.edu

An online application is available at: <http://www.menominee.edu/careers>

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**