Programming and Outreach Librarian: Early Literacy

You create amazing experiences for our library guests with your warmth, knowledge, and love of serving others. You are passionate about engaging with our youngest guests and plan and lead programs and services for babies through kindergarten-aged children, parents, caregivers and schools. You connect with young children in ways that develop their skills and prepares them be successful in school. You connect our guests of all ages with the information they need, helping them feel comfortable using our resources and expanding their world by enthusiastically sharing about our collections and services.

Who you are:

- You engage well with people of all ages and are passionate about providing exemplary customer service experiences.
- You are warm and friendly, and you just like helping people.
- You naturally empathize and relate to people, seeking to build relationships, especially with young children and parents.
- You’re creative and enjoy learning new things.
- You excel at teaching people how to use digital resources, the catalog, and databases.
- You’re outgoing – you love letting people know what is new and happening at the library.
- You’re a thoughtful and collaborative team player.
- You make smart, independent decisions, understanding the big picture and your place in it.
- You’re really comfortable with change and are always looking for new ideas and for ways to improve services.
- You have a strong attention to detail and accuracy is important to you.
- You are able to juggle multiple tasks and projects with frequent interruptions.
- You show initiative and can think on your feet.
- You’re a great communicator, both oral and written.
- You’re excited about the prospect of growing and learning in a changing environment.
- You enjoy a good laugh.

A position you’ll love:

- You warmly welcome guests into our library and ensure a great experience.
- On call, roaming the floor, and at the Guest Services Desk, you provide an amazing library experience to guests of all ages:
  - Engaging with guests on the floor where they are at.
  - Providing expert reference services.
  - Assisting and training guests on using our catalog, databases, and e-content.
  - Talking with people about books, movies, and music and sharing meaningful suggestions.
  - Helping them find the items they are looking for.
  - Sharing about our programs and services and being a point of referral for other library services.
• You develop, lead, and evaluate programs and services to meet the needs of children from birth through kindergarten and their parents, both in the library and out in the community.
• You collaborate with the Mid-Kid Librarian to create programs for parents and families.
• You identify and recommend new services in support of early literacy.
• You enthusiastically train, mentor, and collaborate with other staff in creating and leading engaging programming for your age groups.
• You coordinate and collaborate with staff to support outreach efforts in Willowbrook Corner.
• You work with others to plan and execute special events.
• You maintain the layout and appearance of the LittleTown space, ensuring a playful and inviting learning area.
• You partner with the Resources Services Department as they develop and present programs around collections, both in the library and out in the community.
• You cultivate relationships with schools, agencies, and organizations to promote relevant services and encourage community partnerships including representing the library at meetings and youth-related events, making presentations at preschools, and identifying opportunities for library participation in the community.
• You write relevant content for the website.
• You ably managing assigned budget lines for programming and preparing insightful, clear reports about activities and services.
• You write and administer grants that support youth services.
• You work with the Communications Coordinator to develop publicity and marketing targeted towards kids and their parents.
• You support students by conducting group visits and tours for classes and organizations serving your targeted age group.
• You enjoy working with volunteers and directing them in activities that support library services.
• You help maintain safety and order in the library by acting as one of the Librarians-in-Charge and assist with making sure the building is securely closed at the end of the day.
• You love learning and keep up with library trends by reading professional literature and participating in continuing education and training opportunities.

Do you have what it takes?

• Master of Library Science degree from an ALA accredited school, Master of Child Development, Master of Early Childhood Education, or equivalent.
• Two years progressively responsible experience working with young children from birth through Kindergarten.
• Valid driver’s license and State of Illinois approved automobile insurance.
• Proficiency in using computers and other devices, PC and Mac Office Suite, plus apps, Word, Excel, Outlook, the Internet, library catalogs and databases
• Reliable transportation.
• Must be able to work evenings and weekends.
Physical requirements:

- Hear, speak, and listen to individuals in person and by telephone.
- Reading materials in print and electronic format.
- Ability to use a mouse, keyboard and computer monitor.
- Ability to sit and use a computer for extended periods.
- Ability to move throughout the library to provide, explain, interpret and retrieve resources.
- Ability to safely lift library materials up to 20 pounds.
- Ability to push/pull carts with materials.
- Ability to reach, bend, kneel and crouch to retrieve and replace library materials.