

Youth Services Librarian Employment Advertisement

About Us

Asotin County Library serves a population of approximately 22,500 people. We have two branches, the Downtown Branch in Clarkston and the Heights Branch, located in an area of current population growth in the county. Our Downtown Library went through an extensive two-phase renovation which was completed in 2020. ACL is a founding member of the Valnet Consortium which includes public and school libraries at 48 locations with a shared ILS and courier. The Friends of Asotin County Library and the Asotin County Library Foundation support the library's efforts, including active volunteer programs for youth and adults.

Our staff of 23 people provide excellent, caring customer service. Patrons often comment on how inviting the library is. Areas of program emphasis include early learning, STEAM for tweens and teens, digital equity and humanities programming. Our robust Job & Career Catalyst Center and Digital Navigator programs provide residents of the county with opportunities for growth and employability. Library staff regularly participate in Valnet and community organizations such as Rotary, Interagency Council, and Asotin County Broadband Action Team often in leadership positions.

About Asotin County

Asotin County is located in the southeastern corner of Washington State. At an elevation of 801 feet above sea level, our winters are mild. We enjoy outdoor recreation all year, including golfing, white water rafting, boating, hiking, camping, hunting, and fishing. Community events include Rockin' on the River, Asotin County Fair and Rodeo, Lewiston Roundup, NAIA World Series, the Dogwood Festival including Art Under the Elms, and multiple beer and wine events. We are within a day's drive of Seattle, Boise, Portland, Glacier Park and the Canadian Rockies. The Snake River runs between our largest community of Clarkston, Washington and Lewiston, Idaho. The Lewiston Clarkston Valley is referred to as the Gateway to Hells Canyon. Within 30 miles are Washington State University and the University of Idaho. Walla Walla

Community College has a branch in Clarkston and Lewiston is home to Lewis-Clark State College.

The Position

We are seeking a curious, playful, imaginative, creative, and mission-driven individual who believes in the power of libraries in transforming both communities and individuals. The right person will embrace our small community and will possess the interpersonal, organizational, and critical thinking skills along with the knowledge necessary to serve as the authority on children and young adult services and programming—both physical and virtual. The incumbent is responsible for collection management and the planning, coordination, presentation of programs, services, enrichment opportunities, and special-interest groups geared for children and teens including the youth volunteer program. This individual will also assist the Adult Services Librarian in communicating library offerings through print materials, press releases to local media outlets, e-newsletters, and community partners. This position requires balancing multiple responsibilities in a fast-paced and forward-thinking environment with an emphasis on providing an exemplary patron experience.

Our Ideal Candidate

- MLIS from an ALA accredited program required. Experience in youth and young adult programming and services preferred.
- Proficient in Microsoft Office and Google Suite; in-depth knowledge of information systems (e.g., Koha). Technology curious; data and outcomes driven. Basic graphic design experience preferred.
- Broad knowledge of the current youth landscape, children's and young adult literature, child development, early literacy best practices, and education standards from pre-K to grade 12.
- Passion for working closely with children, teens, and their caregivers with imagination, confidence, and enthusiasm.
- Warm, engaged, collaborative, flexible, and enthusiastic disposition; open-minded and receptive to feedback.

- Successful in cultivating positive, collaborative working relationships with supervisors, subordinates, co-workers, Board members, patrons and volunteers as part of a coordinated team.
- Excellent verbal and written communication skills; ability to speak compellingly about the Library's mission.
- Resourceful and self-directed; pro-active and adept at anticipating organizational needs.
- Capacity to multi-task and prioritize competing demands while remaining calm, positive, and detail-oriented.
- Rigorous standards for personal and professional integrity.
- Able to work on-site and remotely; occasional evening and weekend hours.

Responsibilities

Programming & Services

- Analyze trends and the expressed and anticipated needs and interests related to youth and young adults; research creative opportunities and entertain proposals by potential presenters.
- Develop, coordinate, promote, and implement inclusive programs, events that meet the needs and interests of children of all ages and across all walks of life (e.g, Story Time, Summer Reading Program, craft and special interest programs, Story Walks, Lego League, and STEAM-related workshops). Collaborate with youth and young adults in planning and implementing services.
- Assist patrons, primarily children and their families, in finding appropriate and relevant materials, answering and researching patron inquiries.
- Cultivate, coordinate and train youth services volunteers in various aspects of the department.
- Provide tours, orientations, and reference and reader's advisory services to children, young adults, daycares, and school classrooms.
- Engage in ongoing professional development activities; remain apprised of best practices; maintain membership in professional organizations.

Collection Development

- Research, evaluate, select, and place orders for materials.

- Curate the physical and virtual collection to select, evaluate, maintain, and weed the youth and young adult collections based on the Library's Collection Development Guidelines, professional judgment, patron preferences, and review sources to ensure our collection is diverse, inclusive, current, and relevant.

Community Outreach, Public Relations and Communications

- Provide outreach programs and opportunities for youth and young adult services.
- Develop and maintain strong relationships and communication with schools, teachers, daycares, businesses, organizations, and community stakeholders.
- Leverage relationships with experts, artists, presenters, performers, and others in the community to provide services and programs that meet the needs and interests of children and teens.
- Develop and maintain a strong working relationship with media outlets in the region.
- Create promotional materials and communications related to children's programs/events in cooperation with the Adult Services Librarian.

Administrative

- Participate in developing and evaluating goals, policies, and procedures.
- Prepare accurate and timely youth and young adult programming statistics and reports as needed.
- Attend staff and management team meetings prepared to participate in problem solving discussions.
- Serve on Library and/or Valnet Consortium committees.

Essential Physical Abilities

- Sufficient clarity of speech and hearing to be able to communicate effectively.
- Sufficient vision to produce and review a wide variety of reports and related materials in both electronic and hard copy form.
- Sufficient manual dexterity to be able to access relevant library materials and operate a computer.
- Sufficient mobility to be able to transport materials and equipment.
- Sufficient mobility to be able to push and pull book carts; bend, reach, and kneel.
- Ability to transport up to twenty-five pounds on a frequent basis.

To Apply

To apply for this full-time, exempt, benefitted position, please send an email including a cover letter, resume to Jennifer Ashby, Library Director, (employment@aclib.org). Criminal background check, pre-employment drug screening, and valid driver's license are required. Applications will be accepted until position is filled. Employment will begin in February 2024.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position. Other duties may be assigned.