



NOTICE OF JOB OPENING

Youth Specialist

Part-Time (25 hrs/wk) - Current opening located at Post Road branch

Looking for a great place to work? Forsyth County Public Library in Cumming is a 4-branch library system with some of the busiest libraries in the state of Georgia! In 2022, our Youth Specialists presented nearly 1,300 programs. Explore this exciting opportunity to join our library family!

FCPL is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff. FCPL does not discriminate on the basis of race; color; religion; sex; gender identity; sexual orientation; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth, or related medical conditions; or any other legally protected category.

- Overview:** Youth Specialists are enthusiastic individuals who provide information, reader's advisory, and circulation services to Library patrons of all ages, with a specific emphasis on services and programming for children and teens.
- Hourly Pay:** \$20.69 without MLIS / \$23.69 with MLIS (Non-Exempt)
- Benefits:** Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days), Teachers Retirement System of GA; Free Life (2x Pay), Short-Term Disability Insurance, and Long-Term Disability Insurance; Optional Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.
- Schedule:** **Flexibility is a must.** Part-time, 25 hours per week. Applicants must be able to work evening and daytime hours as well as **Saturday and Sunday shifts on a rotating basis.**

Responsibilities:

- Plan and present fun, age-appropriate literacy-based programs for children and teens.
- Assist with preparation and delivery of outreach events.
- Produce visually appealing materials for programs.
- Provide direct customer service to patrons of all ages with an emphasis on children and teens.
- Assist patrons in using Library services and technology.
- Conduct reference interviews to determine patron needs.
- Use electronic and print resources to find information and assist patrons in using these resources.
- Provide reader's advisory recommendations.

Requirements:

Minimum:

- Bachelor's Degree; 1+ yrs experience in presenting children's programs; Customer service experience.
- Knowledge of classic and popular chapter, middle grade, and young adult authors; Knowledge of the principles of child literacy and the stages of child development.
- Strong public speaking and verbal communication skills; Strong computer skills, including the use of Google Workspace, databases, electronic resources, and other software.
- Valid GA driver license.

Preferred:

- Master's in Library Science (MLIS); Georgia Certificate of Librarianship.
- Public Library experience in youth services, reference services, and information services.
- Multilingual skills (Especially in Hindi, Marathi, Spanish, Tamil, or Telugu).

To Apply: Submit Cover Letter, Resume, and FCPL Application (available at www.forsythpl.org/employment) by email to fcpl-jobs@forsythpl.org or by mail to Human Resources, Forsyth County Public Library, 585 Dahlonega St, Cumming, GA 30040 or drop it off at any FCPL branch. **Deadline: 05/31/2023**

NOTE: Requires prolonged periods of standing & sitting; frequent periods of stooping, bending, reaching, and walking; a high degree of manual dexterity and repetitive hand movement; frequent lifting & carrying of light objects (individual or multiple books); occasional lifting of heavy items (containers of library materials or props); occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions; the ability to independently lift or move a container of library materials which may weigh up to 40 pounds; the ability to communicate under pressure; project vocally to a group; distinguish between shades of color; occasionally manipulate puppets and A/V equipment; and the ability to work from a ladder.

All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.