FORSYTH COUNTY PUBLIC LIBRARY

Posting #E-2026-12 - Posted: 08/27/2026
Deadline: 09/10/2026

NOTICE OF JOB OPENING

Youth Specialist

Part-Time (25 hrs/wk) - Current opening located at the Denmark Branch but may be assigned to any location.

Looking for a great place to work? Forsyth County Public Library in Cumming is a 5-branch library system with some of the busiest libraries in the state of Georgia! In 2025, our Youth Specialists presented over 1,600 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 create and present programs for children and teens in the library and out in the community. They assist people of all ages with library services.

Hourly Pay: $23.51 without MLIS / $26.92 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
- Provide direct customer service to patrons of all ages with an emphasis on children and teens
- Conduct reference interviews to determine patron needs
- Provide reader's advisory recommendations
- Use electronic and print resources to find information and assist patrons in using these resources
- Assist patrons in using Library services and technology
- Produce visually appealing promotional materials for programs and library services.
- Assist with preparation and delivery of outreach events

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: 09/10/2026.**

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.