**The Children’s Librarian and Associate Librarian** works in collaboration with the Library Director to ensure that the daily operation of the Library is carried out in a manner consistent with the Library’s Mission Statement:

*“The Chebeague Island Library provides a welcoming center to foster the learning of the entire Island Community. The Library cultivates knowledge and enjoyment and brings enrichment and stimulus to Chebeague through diverse collections, innovative technology, research and educational resources, programs and services in response to Island interests.*

**Job Qualifications:**

* Ability to give friendly, helpful service to children and families of all kinds.
* Ability to communicate effectively with patrons and staff, including children and their parents and caregivers
* Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.
* Requires a thorough knowledge of children’s literature and appropriate techniques for working with children.
* Must be able to work evenings and Saturdays.
* Genuine interest in working in a library.
* Commitment to improving library skills.
* Ability to work independently.

**Characteristic duties and responsibilities:**

* Maintains good relations with public, staff, and volunteers.

**Staffs circulation desk**

* Greets, assists, and refers library users according to their needs and performs a wide range of clerical public contact duties.
* Uses library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy. Opens and closes library building, prepares and counts money, keeps daily records of circulation and activities, answers telephone.
* Instructs patrons needing help on library computers.
* Assists patrons using library equipment, performing basic maintenance on copiers and computers.

**Children's Reference and Education**

* Assists patrons on the selection of reading materials appropriate for their needs and Answers reference questions and conducts research as needed.
* Plans, supervises and implements programming for students at the Chebeague Island School during weekly visits to the library.
* Keeps in communication with school staff to co-ordinate the library visit material with the school curriculum,

**Children's Programs**

* Plans and presents programs and activities for diverse age groups, to encourage reading and stimulate use of the library including weekly Story Time, summer reading programs, school tours, class visits, outreach programs, and special events.
* Participates with other community agencies to extend and promote library programs.

**Children’s Library Collection:**

* Selects materials by reading and evaluating reviews, patrons’ requests, and popular trends.
* Evaluates and implements improvements in collection, adding, weeding and withdrawing as needed.
* Assists in cataloging and processing children’s books.
* Shelves, reads, and organizes materials in children’s collection.
* Repairs books.
* Evaluates children’s services, implements improvements.
* Creates & maintains displays
* Attends workshops, meetings and conferences as appropriate.
* Performs additional duties as assigned.