



JOB POSTING **Children's Services Specialist**

The New Castle-Henry County Public Library is seeking a friendly, customer service-minded individual to support the daily operations of the Children's Department with a strong focus on early literacy, community outreach, and program facilitation. This position helps establish and maintain a high standard of the library's services for the community.

Some responsibilities include:

- Plan and present engaging storytimes for infants, toddlers, and preschoolers both in-house and at off-site locations (e.g., schools, daycares, community centers).
- Facilitate after-storytime playgroups that promote literacy, social skills, and parent engagement.
- Assist with the development and delivery of children's programs, including crafts, STEM activities, reading challenges and seasonal events.
- Serves as a friendly and knowledgeable presence at the children's service desk: answering questions, recommending materials, and helping with technology or catalog use.
- Collaborate with librarians and team members to support collection maintenance, displays, and promotions of children's books and resources.
- Maintain outreach relationships with schools and community organizations to foster library usage and awareness.
- Track attendance and outcomes of programs; provide input for reports and assessments.

Required Knowledge and Skills:

- Strong storytelling, presentation and group facilitation skills.
- Excellent communication and interpersonal skills with children and adults.
- Ability to maintain good relations with library staff members and patrons.
- Possess a customer service mindset to serve staff and patrons in a professional, helpful and courteous manner.
- Strong computer skills including the use of e-mail, word processing and other basic office software and the Internet.
- Ability to work independently and as part of a team.

Required Training, Education and Experience:

- Associate degree or equivalent coursework required; bachelor's degree in early childhood education, library science, or a related field preferred.
- Library experience preferred but not required.
- Minimum of 1 year experience working with children in a library, school or childcare setting.

- Good driving record and valid driver's license.
- State of Indiana Public Librarian Certification Level 5

Working Conditions and Environment:

- Must be able to lift/move up to 25 pounds and set up program materials and furniture, bending, stooping, be able to stand for long periods of time and must be capable of assisting children.
- Must be able to drive library vehicles to outreach locations.
- Fast-paced, sometimes stressful, continually changing, problem solving and sometimes noisy environment.

Starting Range: \$16-18 per hour, depending on experience

Hours: Full-time; some evenings and weekends required