

## Youth Outreach and Programming Librarian Sturgis Public Library

Job Title: Youth Outreach and Programming Librarian  
Department: Sturgis Public Library  
Reports To: Library Director  
Location: Sturgis Public Library, 1040 Harley-Davidson Way  
FLSA Status: Non-exempt  
Classification: Youth Services Librarian  
Updated: February 2026

### **POSITION OBJECTIVE:**

The Youth Outreach and Programming Librarian is primarily responsible for planning, organizing and overseeing all activities performed for children and young adults. This position is also responsible, along with the Director and the Assistant Director, for the acquisition of library materials and collection development that encourages reading, learning and cultural development in all children and young adults.

### **EXAMPLES OF ESSENTIAL DUTIES:**

To perform the job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Duties may include, but are not limited to the following:**

#### Essential duties and functions:

- Foster literacy and encourage reading for enrichment and pleasure, provide materials to support school assignments/curriculum and teach the use of the public library as a lifelong resource for preschool through 12<sup>th</sup> graders
- Plan, coordinate and schedule all activities in the library's Youth Services Department, including (but not limited to) preschool story times, summer reading programs, and after school programs
- Engage in outreach to schools, daycares, preschools, caregivers, and other community organizations and agencies that serve children, young adults, and their caregivers
- Develop and implement programming that enhances the use of the library and encourages reading, learning or cultural enrichment in children and young adults. Create attractive and educational displays, signs and bulletin boards to attract interest in the library
- Evaluate existing programming for continuous improvement and to keep content current and relevant; implement new or expanded programs as required to meet changing patron needs
- Market and publicize children's programming and services to build and maintain robust programming attendance throughout the community and through social media
- Develop and maintain a social media presence for the Youth Services programming
- Enforce library rules and policies
- Conduct ongoing inventory of all materials in the youth collections, select materials to update the children's and young adult collections and supplement the school curriculum, and deselecting items which are no longer appropriate to the library because of age, condition, community interest or obsolescence

- Serve as youth services reference librarian, teaching and promoting the use of all library resources, including the online catalog, digital resources, and specialized reference materials

Other duties and responsibilities:

- Evaluate gift material for inclusion in the youth collection
- Provide input to the Director on proposed changes to policies and procedures
- Contribute as requested to the preparation of the annual budget
- Cooperate as a team member with library staff in performing any duty essential to the achievement of efficient library operations; this includes support at the circulation desk
- Participates in professional library training or workshops to keep current in the field

**KNOWLEDGE, SKILLS, AND ABILITIES:**

General (Education and/or Experiences):

In lieu of the below listed education, professional and/or volunteer work experiences may be accepted.

- Four (4) year degree in education, library sciences, childhood development or similar field of study (required)
- A library science minor or a combination of college and experience (preferred)
- Two (2) years teaching experience or a combination of library and educational experience

Organization and Planning

- Must have the ability to organize, manage and carry out plans and objectives of the children's and young adult programs
- Must have proven track record of developing programming targeted for youth (pre-school to 12th grade)
- Knowledge of (or ability to quickly learn) the practices, procedures and techniques of library science
- Knowledge of children's and young adult books and non-print materials
- Knowledge of book classification and arrangement, cataloging
- Knowledge of library rules and regulations
- Knowledge of and ability to use and teach reference tools, especially electronic and online resources

**Communication Skills / Interpersonal Skills**

- Must be able to communicate effectively with children, young adult, caregivers, general public, staff and all members of the library community
- Ability to build relationships with children of all ages and backgrounds
- Ability to express oneself effectively and concisely, orally and in writing to all populations, but especially children and young adults
- Ability to maintain effective working relationships with others
- Ability to interpret and promote library resources and services to the public and general community

**Technological Skills**

- Must have the ability to understand and operate computer systems as they relate to KOHA or any subsequent ILS, and to use social media to promote library events and programs
- Proficiency with computers and related software such as Adobe Creative Cloud, Publisher & Word; copying, faxing, audio visual equipment, E-Readers

- Knowledge of library materials, digital resources, Overdrive, and the ability to direct patrons in the use of the library

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### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as listed above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to speak, hear, and understand verbal communications from children
- Frequently required to use hands to operate equipment and computers
- Vision requirements include the ability to read routine documents and use a computer
- Frequently required to move through the library, sit and stand
- Frequently lift and/or move up to 25 pounds
- Frequently required to retrieve materials from shelves and cases
- Frequently required to stoop, kneel, and bend

### **Other:**

- Must have an acceptable background check (per state statutes)
- Must be able to work evenings and weekends

### RELATIONSHIPS:

The position shall be supervised by the Library Director and works closely with the Library Programming Tech and other staff members

The following positions report to this position:

- None

This position interacts constantly with youth (18 & under) and the general public.