

EARLY LITERACY & YOUTH OUTREACH LIBRARIAN

INTRODUCTION

The Fayetteville-Lincoln County Public Library seeks an energetic, creative, and community-minded individual for our **Early Literacy & Youth Outreach Librarian** position. This position will focus on developing and delivering engaging early literacy and youth programs both at the library and throughout the greater Fayetteville and Lincoln County community.

The successful candidate will be enthusiastic about working with young children, families, educators, and community organizations and will have the creativity, initiative, and organizational skills necessary to develop dynamic and engaging programming.

This position is part-time, **10 hours per week, \$12.00 per hour** with the following regular schedule:

- **Mondays: 8:15 a.m.–1:15 p.m.**
- **Wednesdays: 9:15 a.m.–2:15 p.m.**

Some flexibility in these regular hours may be possible based on library needs, outreach opportunities, and program schedules. Additional flexibility may occasionally be required for special programs, community events, or outreach activities.

The Early Literacy & Youth Outreach Librarian will be responsible for two primary programs: a **musical baby and toddler story time** and a **weekly or bi-weekly Homeschool Hangout**. The position will also conduct outreach within the greater Fayetteville and Lincoln County areas, including schools, daycares, Head Start programs, and other organizations serving children and families.

The Early Literacy & Youth Outreach Librarian will report to the **Program Coordinator and Library Director** regarding programs, outreach activities, projects, and related responsibilities.

DUTIES & RESPONSIBILITIES

1. Early Literacy & Children's Programming

- Create, develop, and regularly host an engaging **musical storytime for babies and toddlers**, incorporating age-appropriate books, music, movement, songs, fingerplays, puppets, puppet shows, and other interactive activities.
- Develop creative and engaging programming that supports early literacy, language development, learning, and positive library experiences for young children and their caregivers.
- Create weekly activity guides and prepare books, materials, props, puppets, music, and other supplies necessary for successful programming.
- Plan and develop new activities and program ideas based on the interests and developmental needs of young children and families.

- Create and host a dynamic **weekly Homeschool Hangout** program on Wednesdays, providing educational, recreational, social, and library-based activities for homeschool children and families.
- Develop alternating themes and activities for Homeschool Hangout that encourage learning, creativity, exploration, social connection, and use of library resources.
- Create a welcoming, engaging, inclusive, and age-appropriate environment for children and families.
- Promote programs through flyers, displays, social media, community outreach, and other appropriate methods.
- Maintain attendance and other program records as requested.
- Assist with planning and implementing additional children's programs, special events, and library activities as needed.
- Work with the Program Coordinator and Library Director on program development, special events, projects, and community partnerships.
- Manage approved program expenses and maintain accurate receipts and records as required.

2. Youth Outreach & Community Engagement

- Conduct regular outreach within the greater Fayetteville and Lincoln County areas, including designated days for outreach within local school systems.
- Establish and maintain positive working relationships with schools, teachers, daycare providers, Head Start programs, homeschool families, community organizations, and other groups serving children and families.
- Provide outreach programming as requested, which may include storytimes, musical activities, early literacy activities, puppet shows, library presentations, educational activities, and other age-appropriate programs.
- Identify opportunities to introduce children, families, educators, and community organizations to library services, collections, programs, and resources.
- Coordinate outreach visits and communicate professionally with host organizations.
- Represent the library in a professional and positive manner during community outreach activities.
- Maintain accurate records of outreach activities, contacts, program participation, and mileage.
- Submit mileage information according to established library procedures for reimbursement.

3. Circulation & General Library Duties

- Assist at the circulation desk when staffing needs arise.
- Provide courteous and helpful service to library patrons, including checking materials in and out, issuing library cards, answering questions, and assisting with basic library technology.
- Assist patrons with locating library materials, reference questions, readers' advisory, computers, printing, scanning, and other library services as needed.
- Learn and utilize the library's operating systems, online databases, electronic resources, and other technology necessary to assist patrons.

- Shelf, organize, and shelf-read library materials as assigned.
- Assist with displays, flyers, announcements, special events, opening or closing procedures, and other general library duties as needed.
- Maintain patron confidentiality and follow established library policies and procedures.
- Participate in staff meetings, training, and other library activities.
- Perform other duties as assigned by the Library Director.

QUALIFICATIONS:

Knowledge, Skills, Attributes, and Abilities

- Experience working with young children, families, schools, libraries, education, childcare, recreation, or community organizations.
- Strong interest in early literacy and the ability to create engaging, age-appropriate programs for babies, toddlers, children, and families.
- Creative, energetic, organized, and self-motivated, with the ability to develop and lead programs independently.
- Excellent customer service, communication, and interpersonal skills with the ability to work effectively with children, families, educators, staff, and community partners.
- Ability to manage multiple responsibilities, meet deadlines, and work effectively both independently and as part of a team.
- Ability to handle patron concerns and challenging situations with patience, professionalism, and good judgment.
- Comfortable using computers, email, Internet research, Microsoft Office, social media, and other technology; ability to learn library systems and software as required.
- Ability to maintain accurate program, outreach, mileage, and expense records while protecting patron confidentiality.

JOB REQUIREMENTS:

- Must possess excellent customer service skills and be able to work professionally and courteously with children, families, and a diverse patron population.
- Must be dependable, self-motivated, and able to work independently as well as effectively with library staff and community partners.
- Must be able to work the established Monday and Wednesday schedule, with some flexibility possible based on library needs, outreach opportunities, and program schedules.
- Must have a valid driver's license, reliable transportation, and a personal vehicle maintained in safe, working condition for required outreach activities.
- Mileage for approved library-related travel will be reimbursed at the library's established rate. Employee must accurately record and submit mileage according to library procedures.
- Ability to lift and carry at least 35 pounds, push loaded book carts, reach and retrieve materials from shelves, climb ladders or stairs, and move program materials and furniture as needed.
- Ability to stand, walk, bend, reach, and perform routine physical activities for extended periods during library, programming, and outreach duties.

- Ability to maintain patron confidentiality and follow library policies and procedures.

EDUCATION and EXPERIENCE

- High school diploma or equivalent is required.
- Experience working with young children and/or families is required or strongly preferred.

TO APPLY:

To apply, please submit a cover letter and resume with three professional references to Library Director, Meghan Murr at director@flcpl.org. Interested individuals may also submit a cover letter and resume directly at the library.