**JOB OPENING: PCLS Children’s Librarian (Russellville)- Full-time**

The Pope County Library System (PCLS) is accepting applications for a full time Children’s Librarian at the headquarters library in Russellville. The Children’s Librarian typically works Monday through Friday, 8:30 a.m. – 5:30 p.m.; however, this position must also be available to work additional evening and Saturday work shifts as programming needs dictate. The Children’s Librarian reports to the Branch Manager.

PCLS serves all ages, from pre-K to senior citizens. The Children’s Librarian is responsible for creating and implementing inclusive programming for children aged pre-K to 12 and their families.

**Special Conditions of Employment**

Valid AR Driver’s license and acceptable driving record based on standards established by the Pope County Library System Library Board. Must be able to lift and carry up to 40 pounds. Must be able to work in a sometimes noisy and fast-paced environment. Drug testing and background check are required. This job is not eligible for telework or working from home.

**Technology Requirement**

Must be proficient with Microsoft Office products. Experience working with Canva and/or creating marketing materials (flyers, announcements, calendar of events, etc.) is preferred. Must have experience using social media sites such as Facebook and Instagram. Must have the ability and willingness to learn new technologies and software.

**Job Duties**

* Create inclusive, engaging, and relevant programming for children aged pre-k to 12 and their families.
* Responsible for supervising part-time staff members.
* Responsible for the creation of marketing materials to promote children’s programs, events, and special services; contributes posts, advertising, and marketing materials for PCLS social media pages.
* Responsible for the selection of materials for the Children’s Collection.
* Responsible for seeking and maintaining collaborative partnerships within the community.
* Facilitates library events and services for children, including finding special guests and speakers for programs and events, both at the Headquarters Library and at offsite locations such as the local school district.
* Represents the Library System at special events within the community, festivals, school visits, and other outreach services as needed.
* Assists the Outreach Department as needed with creating and implementing programing to engage Homeschool families.
* Helps to develop and implement all PCLS polices regarding children.
* Takes part in Collection Development: attends meetings, helps to develop policy, and reviews materials.
* Provides users with general information on library services and programs.
* Uses library automated circulation system to circulate materials to library users, places holds, and registers new patrons.
* Locates, retrieves, and shelves materials throughout the library.
* Assists patrons in locating appropriate library materials.
* Maintains good relations with public and staff.
* Other duties as assigned.

**Preferred Qualifications**

Previous experience working in libraries, education, and/or childcare. Candidate should enjoy working with and teaching children. The ideal candidate will be outgoing, organized, and have the ability to work in an environment that is sometimes noisy and fast-paced.

To apply, visit <https://static.visionamp.co/rubix/20171103/pcls-application-66620.pdf> to download and complete an application. Email application (resume and cover letter are also encouraged but not required) to [rtaurone@popelibrary.org](mailto:rtaurone@popelibrary.org) and [abaillie@popelibrary.org](mailto:abaillie@popelibrary.org).