Gary Public Library

220 W 5th Ave,

Gary, IN 46402

An Equal Opportunity Employer

Librarian – Children's Services Job Description

Department: Reference Services

Location: Gary, Indiana

Job Type: Full-time

Salary: Minimum starting salary = $41,973.75

Reports to: Reference Manager

About Gary Public Library & Cultural Center:

Gary Public Library & Cultural Center serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about equitable access to books, education, and learning experiences for all, join us at the Gary Public Library where you can serve your community. We offer a collaborative workplace, opportunities for professional growth, and the chance to make a meaningful impact every day.

Position Summary:
The Children's Services Librarian is responsible for developing, implementing, and promoting library services and programs for children from birth through middle school, as well as their parents and caregivers. This position fosters a welcoming environment, supports early literacy, and encourages a lifelong love of reading and learning among young patrons.

Key Responsibilities:

- **Children's Programming and Services**
  - Plan, coordinate, and present story-times, reading programs, crafts, STEAM activities, and other educational or recreational events for children.
  - Develop and implement early literacy initiatives and outreach to schools, daycares, and community organizations.
  - Provide reader's advisory and reference services to children, parents, and caregivers.
  - Create engaging displays and promotional materials for children's programs and collections.
- **Collection Development and Maintenance**
  - Select, order, and evaluate children's books, media, and other resources to meet the needs and interests of the community.
  - Weed outdated or damaged materials to maintain a current and appealing collection.
  - Stay informed about children's literature, trends, and best practices.
- **Outreach and Community Engagement**
  - Build relationships with local schools, educators, and community organizations to promote library services and programs.
  - Represent the library at community events, school visits, and other outreach opportunities.
  - Collaborate with colleagues and partners to expand services to underserved populations.

- **Instruction and Literacy Support**
    - Teach children and caregivers how to use library resources, including the catalog, databases, and digital collections.
    - Support children's information literacy and research skills through individual assistance and group instruction.

Qualifications:

- Master's degree in Library Science (MLS/MLIS) from an ALA-accredited program, or equivalent education/experience.
- Experience working with children in a library, educational, or related setting.
- Knowledge of children's literature, child development, and early literacy principles.
- Excellent communication, interpersonal, and customer service skills.
- Creativity, flexibility, and enthusiasm for working with children and families.
- Ability to work collaboratively as part of a team.

Work Environment:

- Primarily indoor library setting.
- Interaction with patrons of all ages, staff, and community partners.

Selected candidates will be required to successfully complete a pre-employment drug test and background check as a condition of employment.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.