



Full Time Position Available: Youth Services Coordinator/Librarian

Anna Porter Public Library is a small, but proud public service institution located in Gatlinburg, TN next to the Great Smoky Mountains National Park seeking an innovative, energetic, personable, technology-literate individual to join our team as our Youth Services Coordinator/Librarian. 40 hour a week position. This position's hourly wage is \$15.00 an hour. Health care coverage is available through this position.

POSITION REQUIREMENTS:

Education:

The applicant should have achieved either a two or four-year college degree and have professional experience working with children and/or their families. An MLIS degree is not necessary, but always beneficial. Continuous education opportunities will be made available, and are necessary for this position's growth. Continuous education includes webinars, conferences, and in-house training.

Character:

The applicant must be proficient in general computer and modern technology applications such as Microsoft Office, internet browsing, email development, social media navigations, etc. Applicants are expected to possess excellent communication skills, and a willingness to take on new projects. The applicant is expected to be enthusiastic about their work and accept the responsibility of collaborating with local businesses and institutions to assist in growing programs and relationships with other members of the community.

Physical Abilities:

The applicant should possess the following senses: sight, hearing, speech, and mobility. The position of Youth Services Coordinator/Librarian requires limited weight lifting, locomotion, carrying of library materials, pushing carts, bending, and stooping.

Priority Tasks of Position:

Daily Duties:

All employees of Anna Porter Public Library are expected to work with the general public. This requires carrying out circulation desk duties as assigned. Desk duties may include: offering assistance to patrons with technology inquiries, guiding a patron towards a book and/or subject of interest, assisting with copying, printing, faxing, and other daily tasks that may require a staff member's guidance and/or assistance.

Youth Services Duties:

The applicant is primarily expected to work closely with the youth of our institution by means of continuous program development, outreach initiatives, and the management of Children's Room text and audio materials. The applicant will also be responsible for contributing content relevant to children and teens via social media.

All applications are accepted until the position is filled. All interested applicants should submit their resume, cover letter, and three references to Director, Mandie Muehlhausen at mandie@annaporterpl.org. Please entitle email: "Youth Services Coordinator Position." Applicants may also mail their resume and cover letter at: Anna Porter Public Library, 159 Mills Park Rd., Gatlinburg, TN 37738.