

Position Description

Position Title	CHILDREN & YOUTH SERVICES LIBRARIAN
Job role	CYS focussed library services/ Programs and events/Community outreach
Award classification	Band 5
Status	Permanent, Part Time
Hours of work	1 FTE, 70 hours per fortnight
Branch, Department and Division	City & Urban Operation, Community Experience
Location	Biyal-a Armstrong Creek Library
Reports to	Library Coordinator
Salary range	\$74,798 - \$86,051
Approved by	Director, Community Experience
Date	April 2024
Contact Officer	Tara Murphy, Manager, Children and Youth Services, tara.murphy@grlc.vic.gov.au

About the role

The Children & Youth Service (CYS) Librarian plays a valuable role in the development of an effective and efficient library and information service to meet the diverse recreational, cultural, information and education needs of children and young adults. This position requires the creation and implementation of outreach programs and services designed to bolster community engagement whilst being responsive to community needs. A CYS Librarian will support the organisation and provision of library collections tailored to children and young adults. Additionally, they will actively contribute to the planning and coordination of programs and events catering to this demographic. This multifaceted role is integral to our library's strategic plan and the enrichment of services to our younger patrons.

Under general direction, the main duties of the role are to:

- Develop and deliver library and information services that meet the diverse needs and interests of children and young adults and support their learning and personal development needs
- In consultation with the Manager, Children and Youth Services develop, implement, and evaluate children and young adult programs within the framework of the library's strategic plan
- Undertake targeted community outreach with key priority groups to promote library services specifically relating to children and young adults.
- Establish and maintain effective relationships with internal and external stakeholders
- Actively assist branch team colleagues undertaking required branch functions including the provision of customer service to library customers, fulfilling the supervisory functions of the Library Coordinator (for short-term absences)
- Demonstrate a commitment to continuous learning, contributing to the professional development activities of the CYSL team
- Provide information technology programs that meet the diverse needs and interests of children and young people Complete required reporting to ensure they are accurate and concise to inform program monitoring and evaluation
- Ensure that all information is handled and managed in accordance with GRLC's Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals.

- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment.

Who we are

The Geelong Regional Library Corporation's (GRLC) purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging. This is particularly pertinent as we contribute to the recovery of our region during and post pandemic.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. This includes 20 libraries and 3 mobile library services. We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times. We are focussed on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well governed, and future focussed organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia.

The successful candidate will be required to provide the following:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing your employment with GRLC

How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- A Resume
- A Cover Letter (500 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the [GRLC Vision](#) and Values .

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.