



Youth Librarian

Organization: Ida Rupp Public Library

Hours: Full Time, 40 hours/week; Non-Exempt; Days, evening and weekend hours

Salary: \$19.00 - \$29.00 dependent upon qualifications

Ida Rupp Public Library is seeking a creative and energetic individual to be our Youth Librarian with a focus on providing services to upper elementary and intermediate students at the main library in Port Clinton, Ohio.

Duties:

Orders Youth materials and oversees maintenance of collection.

Catalogs, and maintains Youth collection of materials.

Plans and executes programs for Youth, including, but not limited to summer reading and special events.

Serves as a backup for Children's Librarian.

Collaborates with the Marketing Associate to compose and prepare public relations materials such as news releases, flyers, brochures, etc. for Youth programs and activities.

Provides patron service by assisting patrons with Public Access Catalog (PAC), copiers, printers, etc. and locating or retrieving materials for patrons.

Requirements:

Bachelor's Degree.

Master of Library Science preferred.

Works well with youth of all ages, specifically upper elementary.

Knowledge of current library trends, specifically within youth services.

Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.

Ability to maintain confidentiality and use appropriate judgment in handling information and records.

Ability to work a flexible schedule that may include days, evenings and weekends.

Proficient in the use of the Integrated Library System (ILS).

Successfully pass a background check.

Valid driver's license and reliable transportation.

Application Process:

For consideration, please send a completed [application](#) and resume (applications can be found on our website) to:

cmcgrath@seolibraries.org

or

Courtney McGrath, Assistant Director

Ida Rupp Public Library

310 Madison Street

Port Clinton, OH 43452

Deadline: Application materials received by Monday, November 24, 2025 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers