



of Greater Santa Barbara

Center Librarian
Girls Inc. of Greater Santa Barbara

Girls Inc. of Greater Santa Barbara is seeking a Librarian for our center based programs.

The Librarian position oversees a dynamic library, which includes the physical library, the collection within the library, programs for library-related instruction, and the users of the library. The Librarian will facilitate the library and literacy programs including literature-based and skills-based literacy programs and instruction.

Girls Inc. inspires all girls to be strong, smart, and bold. We offer girls a safe, fun, all-girl/pro-girl environment where they gain and practice skills that equip and empower them to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. Through research-based programs, led by trained mentoring professionals, Girls Inc. girls learn to be confident and embrace positive decision-making to take charge of their health and well-being, and achieve academic, personal, and career goals.

Librarian Essential Job Functions Include:

- Processing, organizing, and maintaining all library materials and equipment including books, magazines, games, and classroom libraries
- Maintaining the center online cataloging service, Library Thing
- Fostering a love of reading in an environment where literature and language is valued
- Creating, preparing for, and facilitating daily hands-on and intentional, library-related classes and activities that conform to at least one of our three Core Essential Services (Healthy Living, Academic Enrichment and Support, Life Skills)
- Facilitating daily homework and tutoring activities
- Ensuring girls' safety both physically and emotionally through active supervision while they participate in program activities, homework time, field trips, and informal time
- Keeping accurate records of attendance
- Evaluating programs for effectiveness of intended outcomes
- Being a mentor and leader setting a positive example and role model for the girls
- Participating in staff trainings, meetings, and events
- Maintaining organization and cleanliness of programming areas, resources, and supplies
- Creating a pro-girl environment
- Interacting with families in a positive and welcoming way

Minimum Requirements:

- A passion for, and knowledge of, children's literature
- Experience working with youth in a structured educational setting
- 12 college level units in early childhood education or any of the following substitutes: sociology, psychology, art, music, dance, drama, recreation
- Clean criminal record
- Ability to pass a pre-employment physical and drug screening
- Strong communication skills and ability and desire to work as a team member of a diverse and dynamic team

Hours of Position:

- Full Time, non-exempt, 32 hours per week
- Monday- Friday

Compensation and Benefits:

- \$16.00-\$18.00 an hour depending on experience and education
- Vacation, sick, and holiday pay included
- Medical, Dental, Vision, and Life insurance
- Retirement plan

To Apply:

- Submit cover letter, resume and relevant coursework (unofficial transcripts) to Annabel Padilla, Assistant Director of Programs apadilla@girlsincsb.org