

Job Vacancy
Sutton Free Public Library

Youth Services Librarian

Description : The Town of Sutton is seeking an energetic, team oriented Youth Services Librarian with a strong knowledge of early literacy; childhood development, and a commitment to excellent customer service. The Youth Services Librarian will develop, implement, and evaluate a wide range of innovative services for patrons ranging from infants through teens; oversees collection development and maintenance; staff the public service desk; represent the Library in the community; and work as liaison with local schools.

Duties: *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Professional position that is responsible for planning, organizing, implementing, and maintaining a comprehensive children's program for the benefit of children and their caregivers, both on and off-site.
- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by young adults between the ages of 12 to 18, including but not limited to films and special events, reading clubs, school and community outreach.
- Maintains a pleasant, inviting, safe environment for children and teens.
- Plans, organizes, and maintains the Library's children's and young adult collections. Analyzes collections for development needs. Reads, reviews, and select books and other material for purchase.
- Advocates for youths and youth services with other community agencies.
- Collaborates with schools and other agencies to serve youth.
- Supervise others at various levels of training and ability, evaluate performance, provide training and discipline.
- Contracts with skilled resource people to present specialized programming for children, teens, and parents.
- In the absence of the Director, serves as acting Director.
- Provides circulation desk and cataloging duties as necessary.
- Attends professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Compiles, reviews, and interprets statistical data regarding use of youth services. Prepares regular management reports for review by the Director.
- Participates in all aspects of the Library's planning process to represent and support youth services.



Qualifications:

- Master's Degree in Library and Information Science, with a preferred emphasis on youth services
- Three to five years of professional experience in a library setting, with supervisory and administrative experience preferred.
- In-depth knowledge of children's and teen's collection development
- Demonstrated ability to identify, prepare, submit, and manage grants of benefit to youth.
- Excellent computer skills and the ability to learn new applications.
- Excellent oral and written communication skills and interpersonal skills.
- Demonstrated ability to maintain a positive professional approach during periods of stress and change.
- Ability to deal tactfully and courteously with library patrons of all ages and diverse backgrounds.
- Ability to establish and maintain effective working relationships.
- Exhibit flexibility and willingness to work in a dynamic, busy, and changing environment

Job Environment: This is varied work, involving many detailed operations as well as non-standardized tasks, procedures, and techniques. Evaluation and analysis are required to judge appropriate response to problems. Works in a very public, active area, with competing demands on attention. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee is frequently required to lift up to 10 pounds; must occasionally lift up to 50 pounds. Specific vision requirements required by this job include close, distance, color, and peripheral vision, depth perception and the ability to focus. Errors could result in delay or loss of service and monetary loss, damage to equipment, patron dissatisfaction, or compromised patron safety.

Salary: \$23 /hour , anticipated increase to come July 1, 2024.

This is a full-time, 35 hours per week position with benefits. Schedule may include some nights and weekends as necessary.

Closing Date: March 29, 2024

Please send resume, letter of application and completed Town of Sutton Seasonal Employment Application (found at <https://www.suttonma.org/human-resources/pages/employment-opportunities>) to:

Shannon Duffy, Library Director, at sduffy@cwmares.org

Posted 2/28/2024