

# Reference and Teen Services Librarian – Ventress Memorial Library

**Classification:** Full-Time, 37.5 hours/week

**Department:** Reference & Teen Services Librarian

**Association:** VLPSA (Ventress Library Professional Staff Association)

**Pay Grade:** 8

**Education:** Master of Science degree in Library and Information Science from an ALA-accredited program.

**Experience:** Minimum of three years of professional experience in a library or related field. Demonstrated success in mentoring, leading, or designing high-interest programs for teens (grades 6-12). Proficiency in social media, design software, and makerspace technologies, including 3D printers. Experience in teaching makerspace technologies to patrons or comparable experience. Grant writing experience is strongly preferred.

## Summary of Position

Under the supervision of the Library Director, the Reference and Teen Services Librarian is responsible for regularly covering the Reference Desk for 17.5 hours per week and providing high-quality reference services. This includes assisting patrons with adult nonfiction collections, technical devices, and available digital services. Additionally, 20 hours per week will be dedicated to working with the Youth Services Department to develop, plan, and execute programs and services for tweens and teens, maintaining a welcoming and engaging teen space, and managing young adult collections.

This role includes staying current with library and technology trends, offering technology assistance for various devices, and collaborating on programming and outreach. The librarian will play an integral part in community partnership efforts and contribute to a positive library environment.

## Key Responsibilities and Duties

### Reference Department (17.5 hours/week):

- Provide comprehensive reference services, including reader's advisory and research assistance.
- Assist patrons with library technology, including computers, tablets, eReaders, and digital resources.
- Troubleshoot public computers, software, and connections, and escalate advanced technical issues to the Town IT department.
- Offer informal instruction on the use of library resources and develop informational handouts.

- Maintain a welcoming and customer-friendly environment at the Reference Desk and track interactions.
- Perform other related duties as requested by the supervisor.

### **Teen Services (20 hours/week):**

- Develop and execute tween and teen programs, including summer reading initiatives.
- Promote teen resources and programs using social media, Canva, and other marketing tools.
- Update the library website and manage social media presence; schedule library events via Assabet.
- Lead collection development for young adult materials, managing the purchasing, cataloging, and weeding of items.
- Plan and coordinate drop-in hours and hands-on makerspace programs; train and supervise staff and volunteers for these activities.
- Maintain and operate makerspace equipment, replenish materials, and implement new technologies as needed.
- Assist patrons with makerspace equipment and recommend self-directed tutorials.
- Develop partnerships with local organizations serving teens and participate in professional development opportunities.
- Support library opening, closing, and securing procedures when necessary.
- Perform other duties as requested by the supervisor.

### **Required Knowledge, Skills, and Abilities**

- Proficiency with networked computers, Windows, word processing, spreadsheets, email, and automated library systems.
- Strong knowledge of reference and information sources, including search techniques.
- Effective communication skills for training, consulting, and customer service.
- Ability to engage with the public, especially teens and children, and promote diversity, equity, and inclusion.
- Strong project management and collaborative skills.
- Robust technology skills and adaptability to learn and teach new technologies.
- Familiarity or ability to learn Canva, Discord, Assabet, G-Suite, Google Slides, iOS, Zoom, and supervise teen-led activities such as Dungeons & Dragons campaigns.

### **Job Environment**

- Work involves varied, detailed tasks and operates in a public-facing, dynamic environment.
- Regular interaction with children, teens, parents, caregivers, town employees, educators, and vendors.
- Communication occurs through in-person, telephone, social media, and email channels.

## **Physical Requirements**

- Minimal physical effort under typical office conditions; regular sitting, walking, and concentration.
- Ability to operate computers, interact with patrons, and perform occasional physical tasks (e.g., shelving, lifting books, bending).
- Must be able to perform tasks that require reaching, stooping, and other movements related to library operations.

This description provides a comprehensive outline of the expectations and duties for the Reference & Teen Services Librarian role. For further details or to apply, please submit resume and references to refer to [cmarcoux@marshfield.ocln.org](mailto:cmarcoux@marshfield.ocln.org)

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