

Whipple Free Library Youth Services Librarian

Job Title: Youth Services Librarian

Hours Per Week: 40 hours a week. Occasional nights, weekends or offsite work required.

Reports to: Library Director

Classification: Full-time, hourly, non-exempt

Benefits: Full benefits package including medical, dental insurances, and 457 plan. Short-term and long-term disability available, as well as life insurance. Includes pay for vacation, sick days, holidays, as well as personal time.

Job Summary: The Youth Services Librarian is responsible for coordinating and implementing library programming, services, and resources tailored to the needs and wants of the children, teens and families in the community. This role involves acquiring all children's and teen materials (books, DVDs, and other items), planning and implementing a variety of programs, including a robust summer reading program, developing and leading story times, book clubs, and other age-appropriate programs for children and teens. This position involves fostering a welcoming and engaging library environment for youth, collaborating with community partners, managing age-appropriate collections, and delivering innovative programs that promote literacy, learning, and lifelong engagement with library resources. The Youth Services Librarian reports to the Library Director and oversees the Library when the Library Director is unavailable.

Areas of Responsibility/Duties:

Program Development

- Take a leadership role in developing, implementing and evaluating overall youth services programs. Ascertain needs and interests, including conducting regular community needs assessments.
- Plan and implement programming for children and teens.
- Coordinate with Library staff and community experts to offer diverse programs and events.
- Create programs that align with library goals and objectives.
- Evaluate program effectiveness through feedback, and other performance metrics to inform future programming.
- Promote the Library and its programs, services and resources.

Partnership and Outreach

- Market children and teen services, programs and offerings using social media posts, newspapers, newsletters, signage, posters, etc. Maintain the youth sections of the Library's website, including the calendar.
- Collaborate and engage with local schools, home schoolers, daycares, preschools, town departments, community groups, businesses and organizations to expand outreach efforts and encourage library usage.
- Represent the library at local community events, school meetings, and outreach programs and activities.
- Develop and maintain a partnership with New Boston Central School's Librarian.

Customer Engagement

- Provide excellent customer service by assisting youth and their families with finding appropriate library materials and resources.
- Assist and instruct children, teens and their families in using library resources – print, non-print, digital, on-line catalog. Provide reader's advisory and reference services to children, youth, parents, caregivers, homeschoolers, and teachers using the online catalog, print, and digital resources.
- Promote lifelong learning.

Collection and Acquisition

- Curate and maintain a dynamic and up-to-date collection of children's and young adult materials, under the supervision of the Library Director, staying current on trends and interests.
- Regularly assess the collection to ensure it meets the current needs and interests of youth in the community, with a focus on diversity, inclusion, and age-appropriate materials.
- Manage the selection, acquisition, and de-selection of youth-related library materials, working with vendors and following library budget guidelines.
- Uses various techniques to encourage use – book talking, discussion groups, etc.

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- Responsible for the appearance of the children's room and teen room, creating displays, staying organized, making the spaces a welcoming environment for our patrons.
- Monitor and oversee Youth Services portion of the budget for books and materials, related programming and department specific equipment and supplies.
- Pursue grants and other funding opportunities, in collaboration with the Library Director.

Additional Duties

- Occasional circulation desk coverage is required.
- Participate in professional development opportunities such as conferences, workshops, seminars, and networking events within the library and youth services field at the discretion of the Library Director.
- Network with other Youth Services librarian's across the state at meetings.
- Supervise and train any youth services library assistants, interns, and volunteers.
- Stay up-to-date with trends and best practices in youth services, including current literature, educational tools, and library technologies.
- Pursue trainings as needed to enhance skills and knowledge in library services for youth.
- Other duties as assigned by the Library Director.

Qualifications

- *Education and Experience*
 - Master's degree in Library Science (MLS) or Library and Information Science (MLIS) from an ALA accredited institution is desirable.
 - 3-5 years' experience in library services for children or equivalent combination of training, education, and experience that provides similar knowledge, ability, and skills will be considered
 - Background in education is a plus.
 - Must be able to pass a pre-employment criminal background check.
- *Required Skills, Knowledge, and Abilities:*
 - Team player with excellent organizational and communication skills (both written and verbal), including public speaking.
 - Passion for reading, learning, and working with both children and teens. Demonstrated ability to relate to and maintain relationships among children and teens, and to be able to communicate effectively with them and their parents.
 - A commitment to diversity, equity, and inclusion, ensuring programs and services are accessible and relevant to all community members.
 - Is a champion and a resource within the Library for all things child/teen related.
 - Ability to collaborate with other staff, especially the Adult Programming Librarian, to foster family and intergenerational programming, and the Technical Librarian, to offer age-appropriate technical support and catalog new acquisitions.
 - Experience with Microsoft Suite, Canva, and Publisher. The ability to be flexible/keep pace with the rapidly changing technological advances in library service. An understanding of and capacity for using emerging technologies.
 - Proficient with social media (ie: Facebook, Twitter, YouTube, etc.)
 - Strong customer and community service orientation. Maintain a high degree of flexibility and ability to handle multiple projects to meet the varying needs of library patrons.
 - Friendly, approachable, energetic, engaging, well read, creative, diplomatic, and an entertainer. Exercises good judgment, initiative, and resourcefulness in dealing with the public. Strong problem-solving skills. Whole community approach.
 - Familiar with children's and teen literature. Up to date knowledge of popular culture, trends, games, apps, DVDs, etc. As well as child growth and development, disabilities, etc.

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- Seeks out training opportunities and avenues for professional development, including child development and education.
- Can interpret community interests and needs, to develop systems and methods to get maximum use out of library materials and personnel; ability to meet and deal with people effectively and foster a friendly and supportive attitude towards patrons; ability to foster cooperation among staff.
- Working knowledge of the policies, laws, and regulations pertaining to library services and those of the WFL.
- The ability to manage events with large diverse groups of people.
- Service for those with special needs and non-traditional learners. Explore innovative delivery of services and programs.
- Involve teens in planning and implementing programs for their age group.
- Interpret and apply policies and procedures.
- Establish and maintain effective communication with staff and patrons.
- *Physical Abilities:*
 - Perform the duties of the position while intermittently sitting, standing, stooping, bending, or crouching.
 - Be able to stand and walk on a frequent basis; lift and/or move objects weighing up to 30 pounds.
 - Be physically able to perform the essential functions of the job (with reasonable accommodation).
 - Must be able to see, read and understand book titles, dates and call numbers and focus on detailed work on the computer for long periods of time.