

**Wolfeboro Public Library    Position: Youth Services Librarian**

**Schedule: 35 hours per week**

**Direct Reports: Library Director**

**Classification: Non-Exempt**

**Job Summary:** The Youth Services Librarian manages and oversees the Library's children and young adult collections; plans, develops, implements, and evaluates operations and programming within these areas; works with community organizations and groups including schools, museums, daycares, and homeschoolers; stays current in new trends in library planning and services; and participates in short- and long-range planning for children and young adult programs.

**Essential Functions:**

- \* Responsible for the overall goal setting, planning, programming, development, and implementation of services related to youth services.
- \* Coordinates and oversees the development of the children's and young adult book collections.
- \* Prepares monthly and annual reports of children's/young adult services.
- \* Initiates and supports cooperative efforts with schools and other organizations in the community that serve children.
- \* Coordinates young adult library activities, programs, displays, exhibits, and services based on community needs and interests.
- \* Promotes the resources and programs of the library through marketing and publicity including digital platforms/social media.
- \* Participates in the development and implementation of library policies, procedures, and long-range plans.
- \* Stays abreast of professional library literature and attends courses, workshops, and conferences.
- \* Creates, coordinates, and manages the Summer Reading Program.
- \* Tracks library statistics through Google Analytics.
- \* Updates presentation television monitors and social media posts for events hosted in the library.
- \* Utilizes Constant Contact to develop Library Connections Newsletter.
- \* Assists patrons with technology in meeting rooms, public computers, and any troubleshoots other technical issues.
- \* Performs other duties as assigned.

**Job Requirements/Knowledge, Skills, and Abilities:**

- \* Bachelor's Degree and/or Master's in Library and Information Science and/or the equivalent experience.
- \* Knowledge of library best practices.
- \* Considerable knowledge of the needs and abilities of children and familiarity with available library materials and services.
- \* Ability to administer and promote the activities, services, and programming for a children's library.
- \* Proficiency in automated computer systems, particularly Microsoft Office products, audio-visual equipment, internet use and use of social media.
- \* Ability to work under pressure and perform detail-oriented duties accurately.
- \* Strong interpersonal skills, including a strong ability to communicate clearly, both in writing and verbally. Excellent telephone skills.
- \* Ability to work as a member of a team.