

**Job Title:** Youth Services Librarian

**Classification:** Nonexempt, Salaried

**Hours of Work:** Fulltime (40hrs/wk). Includes 1 night/week and at least 1 Saturday/month.

**Benefits:** Full benefits package including vacation; health care; dental; retirement plan.

**General Description:**

Responsible for the implementation and supervision of all children's and young adult library services, programs, and collections. Requires the consistent exercise of discretion and judgement regarding collection development, programming, and library policies and procedures.

**Supervisory Relationship:**

Reports to the Library Director. Works independently under the guidance of library policies and procedures. May provide training, direction, and technical guidance to other staff and volunteers. This job position receives annual performance reviews from the Library Director.

**Essential Functions of the Job:**

- Develops and implements storytimes, programs, workshops, classes, and community outreach to meet the reading and educational interests of the community and further the mission of the library. Programs and events take place in the library and out in the community.
- Serves as a professional library resource by recommending children's and young adult library materials in all formats to library patrons and community groups; provides leadership and trains staff in children's and young adult library materials recommendations, trends in reading and publishing, and community reading and learning interests.
- Provides outreach to and develops partnerships with educational institutions and educators, homeschoolers, and community organizations serving youth and families. Focuses on aligning and connecting library services with the youth and families served by those organizations and institutions.
- Builds and maintains relationships in the community with individuals and organizations to develop library partnerships that meet community needs. Speaks publicly to groups about the library and its services and resources.
- Teaches community members and staff how to effectively use library resources and technologies.

- Develops and maintains a physical and digital collection that anticipates and meets the needs of children and young adults, ensuring it is diverse, current and relevant. Actively seeks feedback from the public and staff and routinely conducts collection maintenance.
- Prepares materials to publicize the services, programs, and resources for children and young adults including but not limited to: library displays, social media posts, flyers, signage, and website content.
- Monitors the conditions of the children's and young adult areas as well as the behavior of children and young adults in the library.
- Provides professional library service, including information, research services and circulation functions, in person, over the phone and digitally.
- Participates with colleagues in cross-functional teams to accomplish goals and objectives. Attends professional conferences and seeks opportunities for professional development.

#### **Additional Work Performed:**

- May serve as person-in-charge in the absence of Library Director and Adult Services Librarian.
- May serve on library or community committees.
- May assist in drafting library policies or procedures.
- May seek grant opportunities and prepare grant proposals.
- May act in a leadership role for projects, tasks, or events.
- Performs other duties within the scope of the classification.

#### **Knowledge, Skills and Abilities:**

- Considerable knowledge of children's and young adult library trends, services, programs and literature.
- Demonstrates a working knowledge of library principles and practices.
- Ability to initiate, organize, and follow through on programs, services, and projects
- Exhibits creativity, energy and enthusiastic to promote positive community spirit and friendship.
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Comfortable working with children, young adults, parents, caregivers, and educators.
- Ability to represent the library at professional and community meetings

#### **Education and Experience Requirements:**

- Required: Bachelor's Degree in library or education field.

- Preferred: Master's Degree in Library Science, or commensurate experience, and a minimum of 3 years responsible experience as a professional librarian in youth services, including one year in a supervisory capacity.
- Applicants currently enrolled in a Library Science Master's program at an accredited university will be considered.

**Physical Requirements/Work Environment:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to climb ladders or stepstools, push and pull book carts, and lift and carry books.
- Must be able to read and discern computer screens and book labels.
- Work is performed primarily indoors, with some outdoor programming as well.

The Hollis Social Library is an equal opportunity/affirmative action employer

*Note: This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position.*

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Approved by Board of Trustees June 10, 2024