

**Position Title:** Youth Services Librarian

**Reports to:** Head of Youth Services

**Classification:** Hourly, Full-Time

**Required Schedule:** 40 hours/week, including evenings and weekends

### **Summary**

*The Youth Services Librarian participates in all department activities and enjoys working with youth ages 0-18 and their families, with a focus on teens/tweens. This employee provides friendly customer service and contributes actively to a team-centered approach to work.*

### **Essential Functions and Responsibilities**

*The duties outlined are intended only to illustrate the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- **Collection Development:** makes frequent purchasing suggestions based on reviews, reading, and patron feedback. May be assigned responsibility for collection purchasing and maintenance. Is very familiar with the children's and teen collections and provides excellent reader's advisory services. Develops reading lists and other bibliographic materials.
- **Spaces:** Designing displays, assisting with general upkeep, space management, and decoration of the children's and teen areas.
- **Programming:** participates on the Youth Services team to plan and implement programs that meet and exceed the community's expectations and needs. Primarily responsible for program planning for tweens and teens. May be responsible for a weekly children's program. Prepared to cover programs (and other duties) in order to minimize disruption to patrons.
- **Outreach:** Collaborates with schools and other organizations serving youth and teens in order to plan and deliver programming and services. May deliver some programs off-site.
- **Publicity:** Contributes to the development and dissemination of Youth Services marketing materials. Assists with writing press releases and preparing copy for social media channels, as requested.
- **Operations:** Assists teens, children, and adult patrons in locating materials in the library. Answers questions in-person and via telephone and email. Assists with library equipment and electronic resources, advising patrons on effective search strategies. Responsible for purchasing, monitoring, and replenishing department supplies and supply needs (office, crafts, programming, etc.). Participates in all department and library staff meetings.
- Shares responsibility for staffing circulation desks and performs all associated tasks. May assist with cataloging as needed.

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

- Demonstrated knowledge of children's and young adult/teen literature, youth services trends, developmental stages and presenting age-appropriate programs, including book discussions and writing programs.
- Ability to establish and maintain successful working relationships with others; maintains professional demeanor; works positively and effectively within a team model.
- Is self-motivated and proactive; demonstrates creativity, initiative, and enthusiasm; exercises independent, sound judgment.
- Demonstrates patience, tact, flexibility, optimism, a friendly disposition, and the

willingness to handle difficult patrons, staff, and situations.

- Innovation; Proactive about exploring new service models and quickly learning and applying new skills.
- Exceptional verbal, non-verbal, and written communication skills.
- Proficiency with and demonstrated success using emerging and established technologies, including coding, Libby, and Hoopla. Troubleshooting technology and instructing patrons as needed. Experience working with Koha is a plus.
- Capable of physically performing the essential functions of the job, with or without accommodation.

**Education, Experience, and Training**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

- Masters Degree of Library Science from an American Library Association accredited degree program preferred or other degree related to children, young adults, and/or families.
- Considerable, successful experience working with children and/or teens in a library, as an educator, or other youth-focused field.

**Supervisory Responsibilities**

- None.
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**EMPLOYMENT STATEMENTS****Physical and mental requirements; work environment**

- Work is performed primarily in a standard office/retail environment and will include sitting at a desk or computer, standing at a counter, or moving around within the library building. Work involves bending, twisting, reaching, stooping, kneeling, and crouching.
- Activities may need to be sustained for an extended period of time or may be brief and change quickly.
- Physical exertion is required to lift supplies and library materials from overhead, varying heights of shelving, and the floor. Pushing and pulling weighted objects (ie: shelving carts) on wheels is required.
- Work is subject to regular interruptions, noise, and other disruptions natural to working in a public space.
- Sufficient vision, hearing, and other powers of observation are essential to read and sort library materials and to interact positively with the public and colleagues.

**Work authorization**

- ▶ Criminal background check
- ▶ I-9 Form

**EEO statement**

The Wiggin Memorial Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, color, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, Wiggin Memorial Library complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**Classification summary**

Employees in this class follow policies and procedures in order to complete work that supports the library mission and goals and provide customer service. The primary functions of the Youth Services Assistant include direct customer service, collection maintenance, programming, and assisting the other Youth Services staff. This employee is required to meet standards for public service and accuracy goals. Work is performed independently with supervision, direction, and guidance from the Head of Youth Services who reviews work for services provided to patrons, and professional library standards. Errors in judgment could have negative impact on the public's access to services and acceptance of programs, personnel, and facilities.