



153 US Route 5 : PO Box 137 Hartland, VT 05048

Position: Youth Services Librarian

Hours per week: 26 hrs part-time to 30 hrs full-time

Job Summary

The Youth Services Librarian provides high quality, professional, responsive, and friendly library services to young people, their families, and adults and agencies serving young people. The Youth Services Librarian serves as the in-house expert on library materials and coordinator of events for children and young adults. The Youth Services Librarian embraces, supports, and celebrates our diverse community.

Responsibilities include, but are not limited to: collection development and management of materials for young people from infancy through teenage years; the planning, promotion, and presentation of library events for young people and their families, including the Summer Reading Program; providing readers' advisory and reference services; outreach activities; and collaboration with schools and other community organizations. This position requires both a high degree of independent initiative and of coordination with the Library Director.

Supervision

This position reports to the Library Director.

Essential Duties

Customer Service - Ensuring that visitors have a positive experience is the top priority for every staff member. All staff are expected to provide exemplary service to patrons of all ages. This includes:

- Provide reader's advisory (RA) services for young people, families, and teachers.
- Check materials out to patrons, check in returns.
- Assist with Interlibrary Loan requests.
- Monitor email and reply promptly to questions and requests.
- Register and welcome new patrons.
- Manage the use of public computers in the Juvenile Room.
- Assist patrons with the Library's online catalog and digital collections, including Vermont Online Library, Kanopy, Universal Class, Beanstack, Libby, and Palace.
- Create engaging book displays and self-directed recreational activities in the Picture Book Room, Juvenile Room, and YA area.

Programming

- Develop and implement a variety of innovative, regularly scheduled, special event programming that speaks to and captures the interest of young people. To include: age appropriate story hours, public school vacation programs, summer programs, and special evening programs.
- Develop and promote a robust Summer Reading Program for youth every year.
- Provide timely information to the Library Director and Community Engagement Librarian for publicity purposes, including monthly e-newsletter.
- Manage all aspects of programming including appropriation of resources, coordinating with the Library Director, and Community Engagement Librarian.
- Maintain and update the Youth pages of the website.

Collection Development

- Research, evaluate, select, and maintain the circulating juvenile and young adult collections in accordance with professional library practice and the Library's Collection Development Policy.
- Place orders within the youth services materials budget, using the standard ordering format used by the Library.
- Ensure the youth services collection is relevant, appealing, diverse, and inclusive.
- Evaluate and deaccession items in the juvenile and young adult collections regularly and as needed.
- Assist with cataloging of all youth materials as needed.

Outreach Services

- Serve as a liaison between the Library and schools, caregivers, home-schoolers, and agencies serving children. Seek out, develop, and maintain effective relationships with these groups.
- Conduct visits to schools and agencies, and present appealing programs that inform children, teachers, and caregivers of the resources and programs offered by the Library.
- Identify agencies such as nursery schools and other caregivers, and work to implement programs.

Maintenance of the Youth Service areas

- Assess and make recommendations to the Director regarding the physical design of the Juvenile and Young Adult areas, including furnishings and equipment.
- Maintain all materials, collections, and equipment in good condition and orderly fashion.
- Work to create an environment that is appealing to youth, and which speaks to their interests.
- Classify and arrange materials in a manner that is clearly understood and that makes materials easily accessible.
- Work with the Community Engagement Librarian to install signage that is appealing, clearly informs, and is prominently displayed.

Administrative

- Know, follow, and enforce all Library policies, plans, and procedures.
- Prepare a monthly Youth Services report prior to monthly Trustees' meetings.
- Participate in long-range planning activities to meet strategic goals.

- Prepare accurate and timely event participation statistics and report details as needed or requested.
- Participate in preparing the annual budget for Youth Services collection development and programming.
- Pursue funding opportunities such as grants and sponsorships for library programs and collections.
- Supervise youth volunteers, interns, and community service students.

Professional Development

- Attend monthly staff meetings prepared to participate in problem solving discussions and contribute ideas.
- Participate in training programs, workshops, webinars, and conferences, subject to the approval of the Library Director.
- Attend the annual Vermont Library Association Conference.
- Stay abreast of recommendations and resources from the Vermont Department of Libraries.

Additional Duties

- Relieve other employees as needed.
- Perform general library clerical work as needed.
- Open and close the library as needed.
- Assume responsibility for daily operations in absence of the Library Director.

Qualifications

- Knowledge of public library practices and procedures; children's literature and children's reading programs and activities; child development; library technologies and common software applications; working knowledge of the laws, regulations, and HPL policies pertaining to library services.
- Ability to be creative and use imagination; read aloud; plan and direct craft and other activities; supervise volunteers.
- Ability to establish good rapport with children and parents/guardians; pay attention to accuracy; work with frequent interruptions in a busy environment; maintain effective working relationships with fellow employees, other organizations, and the public.
- Ability to communicate clearly and effectively, both verbally and in writing; handle multiple tasks, determine priorities, and meet deadlines; maintain accurate and detailed records; recognize library priorities and work cooperatively and collaboratively to support their accomplishment.
- Ability to work remotely and offsite when necessary.
- Familiarity with library management systems, Koha and Aspen Discovery a plus.
- Skills: Organizational/planning, writing, interpersonal/collaborative communication, leadership, resourcefulness, and discretion; computer skills that encompass effective use of word processing, spreadsheet, presentation, email, social media, internet browser, and library software.

Education Requirement

Master's degree in Library and Information Sciences/Studies from an American Library Association accredited program or similar discipline strongly preferred.

OR

Bachelor's degree in any discipline and a Vermont Certificate of Public Librarianship obtained either before or within the first two years of employment.

Physical Requirements

Frequently required to see, walk, sit, bend, stoop, kneel, crouch, stand, talk and hear.

Physical dexterity to reach shelves of various heights, push full carts and lift (up to 20 lbs)

Ability to read, write, and communicate fluently in English.

Dexterity to perform data entry on a computer, laptop, iPad or other electronic device.

Note: This job description describes a general category of jobs. In order to meet the needs of the Hartland Public Library or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

The Hartland Public Library is an Equal Opportunity Employer and values diversity. The Hartland Library is committed to creating and maintaining an environment of diversity, inclusion, and respect both in our library systems and in all aspects of our community role.

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Benefits: At 26 - 29 hours -part-time: prorated vacation and sick leave. VMERS state retirement benefit. No health insurance benefits. **At 30 hours - full time:** vacation leave, sick leave, personal leave, health insurance, dental insurance, life insurance, and VMERS state retirement benefit.