Bud Werner Memorial Library
YOUTH SERVICES LIBRARIAN
Job Description

**Definition:** Under the supervision of the Library Director, perform professional library work for youth and families. Assist the Director in the overall operation of the library as an active member of the Library’s management team.

**Duties and responsibilities:**
Develop and manage services, collections and programs for youth from birth through 17 years of age, their families, caregivers and teachers.

- Responsible for overall management of children's and teen collections – both digital and physical - including selection, organization, weeding/replacements and merchandising.
- Recruit, train, and supervise Youth Services’ Department staff and volunteers.
- Provide reference and reader's advisory service for youth, parents and caregivers.
- Manage the children and teen spaces, assuring the safety and comfort of users. Develop and maintain an attractive and inviting environment, including displays. Responsible for the care of the aquarium.
- Create, plan, implement and evaluate annual summer reading program, special programs and events for youth. Activities may include storytime, storytelling, crafts, hired performers, book talks, reading groups, clubs, etc.
- Create marketing materials for all youth programs and services including printed materials and web content. Update the library’s website and local media with information about programs and services for youth.
- Promote the library and its services by collaborating with professionals in the community that serve youth and their families.
- Support the needs of homeschool families and students through access to appropriate resources and materials.
- Provide and manage storytime outreach services to preschools, daycare facilities and schools as requested.
- Work collaboratively with the Library’s management team to develop strategic concepts, practices, techniques and innovations to continually improve the quality and relevance of the library’s services and collections.
- Perform related work as required by the Director.

**Results:**

- The children’s and teen spaces are staffed by friendly, enthusiastic, competent and respectful people who share our Library’s core values and commitment to exceptional service.
- The children’s and teen collections are logically organized and attractively displayed.
Items are easily located by users. Both collections are age-appropriate, current, compelling, and relevant.

- Children, teens, parents and teachers are connected to the information and reading they need, when they need it. The staff has a strong working knowledge of the collection and is able to advise users effectively.

- Programs attract youth to the library, inspire curiosity, creativity and encourage a love of reading and learning.

- Story time programs incorporate early literacy activities in order to prepare young children to learn to read and to model these skills for parents and caregivers.

- Exceptional storytelling and story time programs for children are a cornerstone of library services. Presenters are comfortable and confident with effective techniques of storytime delivery.

- The community views the library as vital and central to the education and well-being of youth and their families.

**Minimum Qualifications:** ALA accredited Masters Degree in Library and Information Science desired. Prior library experience and/or coursework in children’s librarianship preferred.

**Knowledge and Abilities:** Knowledge of professional library purposes, principles and practices. Strong understanding of children's and young adult literature and selection tools. Comprehensive knowledge of children’s and teen’s developmental stages and needs. Exceptional customer service skills. Ability to act in an administrative capacity for the Director and to supervise others effectively as well as maintain positive working relationships with other employees. Ability to communicate effectively (written and oral).

**Working Conditions:** Lifting materials weighing up to 30 lbs. on an occasional basis; requires reaching, bending, moving. Position may require working evenings and weekends.

*Revised May 2020*