

Youth Services Librarian – Baker Free Library

General Statement

The Youth Services Librarian is responsible for the development and implementation of classes, events, and program for children and young adults, in collaboration with outside groups, other town departments, and the library staff. The position also oversees collection development for all children's and young adult materials in the Library, including the selection, ordering, and weeding of such collections according to the guidelines in the Baker Free Library Collection Development policy. The Youth Services Librarian also contributes to the overall effectiveness of the Library by providing direct service to customers, efficient processing of library collections materials to make them available to the public, and planning and marketing of library services for children.

Education & Experience

Bachelor's degree in an area of general education, business education, or liberal arts is required. ALA accredited Master's Degree is preferred; or an equivalent combination of education and relevant library experience will be considered (minimum 2 years or more experience in a children's services position in a public library).

Essential Functions

SPECIFIC DUTIES & RESPONSIBILITIES:

Coordinate and present library programs for children/teens, including:

- Collaborate monthly with the library's programming team, including the Director, and other Library Assistants to plan classes, events, and programs at least three months in advance
- Create, publicize, and implement regular and new classes/events for children
- Coordinate details and arrangements with outside presenters
- Keep track of children's class/event attendance for
- Acquire program feedback through informal and formal means
- Purchase and organize supplies for children's programming
- Create monthly descriptions for children's classes and events
- Regularly update the library's website, social media, calendar and printed flyers with dates and descriptions of upcoming children's programming
- Send "Now We Are Six" letters to children eligible for a library card
- Coordinate the annual Summer Reading Program with the programming team, and act as the lead staff person responsible for all aspects of this program and its successful implementation
- Arrange tours and short programs for visiting pre-schools, elementary classes, and community groups (i.e., Scouts)

- Attend quarterly meetings with the three Bow school librarians
- Plan and present summer reading intro program in Bow elementary and middle schools (May/June)
- Provide outreach classes/events to the Bow schools and other organizations as needed for the Library or for other collaborative events that involve the Library

Conduct all aspects of collections development for children's and young adult materials, including:

- Using professional journals and the process outlined in the Library's Collection Development policy, select and purchase children's and young adult books, audio books, eBooks, and CD music
- As needed, process children's materials in the ILS system
- Suggest additional digital children's materials to be purchased through the Library's OverDrive Advantage program
- Examine donations of children's and young adult books and audio books, and select those appropriate for the library collection
- Systematically weed the children and young adult materials on a regular basis
- Provide reference and reader's advisory service to children, young adults, and adults

ADDITIONAL JOB FUNCTIONS:

Assist patrons in a courteous and business-like manner in all situations.

Perform circulation desk routines, including:

- Check materials in or out
- Conduct the reserve process for materials with reserves
- Collect fines and fees for the library and book sale monies for Friends
- Answer directional and reference questions
- Answer circulation questions and deal courteously and patiently with problem borrowers
- Register patrons accurately using the cards and the automation system
- Update patron online and card files
- Work efficiently and accurately with library automation system.
- Assist patrons in finding materials to match reading interests
- Place reserve, ILL, and purchase requests for customers
- Perform opening and closing procedures.
- Answer the telephone in a professional and courteous manner.
- Assist customers with the operation of library equipment including computers and related software, fax machine, copier, automated catalogs, Internet access, and eReaders/tablets.

Other tasks as needed, including:

- Successfully complete passport acceptance agent training and as needed and provide passport acceptance services to the public during work hours;
- Take reservations for Meeting Rooms and enter all appropriate information into the online web calendar software
- Other duties as specified by Director

Salary, Hours, & Other Requirements

Salary range is \$37,000 to \$45,000 (dependent on qualifications/experience) with an attractive benefits package.

Full-time, 40 hours per week as assigned on the staff schedule by the Director (at least one to two evenings a week and one full Saturday each month is required)

Duties may involve lifting up to 25 lbs and standing/sitting/bending/squatting for periods of time.

This position is subject to a successful FBI and State of New Hampshire records check (cost \$49.75 – payable by the candidate and submitted to Library Director prior to finalization of full offer)