



Brighton District Library

Job Posting

Job title: Youth Services Librarian
Part Time: 40 hours/week – Full Time

Supervised by: Head of Youth Services
Supervises: No regular supervisory responsibility

The Brighton District Library seeks a community-minded and public service-oriented full-time Youth Services Librarian. The ideal candidate will provide excellent service to children, caregivers, and teachers. This work may take the form of reference assistance, readers' advisory, and collection development and maintenance, as well as programming for children ages 0-10. Additionally, excellent interpersonal skills, strong communication skills, flexibility, and the willingness to work in a collaborative team environment is required. Self-motivation and ability to exercise initiative and independent judgement are a must.

Job summary:

- Plans, organizes, and presents library programs and special events for children ages 0-10.
- Has up to 3 regularly scheduled youth services desk shifts per week which include at least one evening, as well as a Saturday and Sunday shift each month.
- Makes recommendations to patrons regarding age and interest appropriate materials for children ages 0-10.
- Maintains the assigned collections, including discarding of materials and evaluating donated materials, and maintaining and adhering to an assigned budget.
- Gives instruction and assistance in the use of the online catalog, reference materials, electronic resources, and databases.
- Prepares informational and promotional brochures, flyers, and posters.
- Promotes the use of the Library during off-site visits to schools, daycare facilities, and community groups.
- Effectively communicates with school librarians and teachers to provide materials and services for homework and research assignments for children ages 5-10.
- Conducts tours for children, caregivers, and teachers as assigned.
- Sets up and re-arranges furniture and equipment for presentations and activities.
- Provides orientation and training for new employees.
- Assists in minor troubleshooting and maintenance of equipment, including printers, copiers, and computers.
- Pursues professional development by attending meetings, workshops, and conferences to maintain up-to-date knowledge and skills.
- Performs related work as required.

Required Qualifications:

- MIS or MLIS from an ALA-accredited program.
- Experience in assisting all library patrons with reference questions, reader's advisory, and general collection issues.
- Strong oral and written communications skills, including the ability to explain technology concepts to users with a variety of skill levels.

- Solid knowledge of the techniques involved in presenting programs and selecting materials for children ages 0-10.
- Ability to work well in a team-based environment.

Preferred Qualifications:

- One year of professional librarian experience in a public or school library.
- Experience and/or interest in STEM programming.

Compensation: \$46,000 – \$53,000/yearly dependent on experience. Health, dental, vision; sick, vacation, and holiday pay, optional Section 125 Cafeteria Plan, and 457 deferred-compensation plan.

Send resume, cover letter, and library application by March 6 to: **bdlemployment@brightonlibrary.info**
Subject line should include: Youth Services Librarian Search {Your Last Name}