

Employment Opportunities- Youth Services Librarian

Chelsea District Library (CDL) is seeking a creative, energetic, organized, and engaging person to join us as **Youth Services Librarian**. This person understands the necessity and value of public libraries and their ability to transform lives in small and large ways.

As a Youth Services Librarian at CDL, you will find opportunities to share and learn in a team environment. In this position, you will join the library staff and board in developing the resources, programming, and services that enable the library to achieve its mission and implement its strategic plan.

Why Chelsea District Library?

CDL is a nationally recognized library located in historic downtown Chelsea with a mission to engage, inspire, and equip through evolving resources and service. An integral part of the Chelsea community, we provide patrons of all ages with a variety of services, resources, and programs to meet the educational, recreational, and informational needs of the community we serve. We truly believe that coming to work every day should be fun, challenging, and supportive! We look forward to hearing how you can support our mission and contribute to our culture.

Pre-interview questions (to be submitted with application materials):

- How do you see the role of a youth services librarian responding to our library's mission?
- What qualifications and qualities are important in the role of a public library youth services librarian? Describe at least three.
- What is your vision of the role of a youth services librarian in the future?

Pre-interview assignment:

Please prepare a 15 minute storytime to be performed during the interview.

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. Answers to pre-interview questions
4. CDL job application

Apply to: jobs@chelseadistrictlibrary.org

Deadline for applications: August 30th, 2023 by 5PM

Interviews anticipated: September 5th, 2023

Target starting date: September 27th, 2023

Position Title: Youth/Teen Librarian
Reports To: Head of Information Services
Hours: 40 hours/week, including weekdays, evenings and weekends
Classification: Grade 4, full-time, salaried, exempt
Salary Range: \$44,622 - \$58,007

Purpose and Scope:

Under the supervision of the Information Services Head, performs varied professional work focusing on our youth and teen population including reference, collection development, community outreach, and programming. Performs professional library service assisting patrons in the selection and use of library materials.

Specific Duties:

1. Assist patrons on site, by telephone, or via the Internet finding the information they request, utilizing all formats of information, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Plan, organize, and supervise programs for youth and teens, including weekly storytimes.
3. Create bibliographies, user guides, displays, and promotional materials to spotlight youth/teen collections, services, and programs.
4. Use outreach to connect with community organizations and promote the library as a resource.
5. Participate in youth and teen collection development as assigned.
6. Participate in continuing education opportunities.
7. Contribute content to the library website and social media outlets as needed.
8. Attend and participates in staff meetings and work groups.
9. Assist in training and overseeing the work of volunteers assigned to youth/teen activities.
10. May oversee library operations in absence of supervisory staff.
11. Assist at check-out desk if necessary.
12. Other duties as assigned.

Essential Physical Requirements:

1. Ability to give/follow written and oral instructions and procedures.
2. Ability to reach (laterally and overhead), bend, twist, squat, kneel, push and pull.
3. Ability to lift/carry up to 20 lbs.
4. Ability to perform repetitive movements including simple grasping, pushing, pulling and fine manipulation.
5. Ability to sit, stand and walk for extended periods of time.

Qualifications Required:

1. Master's degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with library and online resources.
3. Knowledge of collection development and reference resources.
4. Strong customer service skills and dedication to public service.
5. Experience providing youth and teen reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential and sensitive information in an appropriate and secure manner.
9. Ability to organize work under minimal supervision.

Qualifications Preferred:

1. Experience using automated ILS.

2. Experience selecting youth and teen materials in a public library setting.
3. Willingness to explore and adopt new technologies.
4. Experience in writing and administering grants.

Chelsea District Library is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation.

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