

YOUTH SERVICES LIBRARIAN, FULL-TIME, Brookline Public Library, Brookline, NH

SALARY: \$25/hour

HOURS: 40

Summary of Position: The town of Brookline, New Hampshire (5,800 pop), with its unique blend of rural charm and vibrant community, is seeking a full time Youth Services Librarian. Hours include a combination of weekdays, some evenings, and Saturdays. A positive, can-do attitude and a sense of humor are vital in this role.

The Youth Services Librarian is a dynamic, innovative & dedicated professional Librarian with a genuine passion for and commitment to working with, engaging & inspiring children of all ages and their caregivers. They plan and coordinate all aspects of youth services including collection development, community outreach and programming, as well as supervising youth services staff. All Brookline Public Library staff work in a team-oriented environment and, under the supervision of the Library Director, are responsible for assisting with library circulation, reference, readers' advisory, collection promotion, and programming in both adult and youth service areas.

Essential Functions and Responsibilities:

- Responsible for all aspects of Youth Services for the Library
- Maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading.
- Cultivate a contemporary collection for youth ages 0-18, guided by professional reviews and suggestions from staff and patrons.
- Supervises the daily operation of the youth room and the young adult area. Upholds the library's behavior and child safety policies.
- Plan, organize, and implement programs for youth birth to 18, including coordinating with other community stakeholders.
- Provide outreach services and community relations activities to area schools, after school programs, and other community groups.
- Shelve Youth Services library materials and perform other stack maintenance activities including shelf reading, tidying, and weeding.
- Create book displays that promote the library's youth collections.
- Stay current on trends and practices related to library youth services.
- Supervise Library Assistant for Youth Services, Pages, and Volunteers.
- Serve as the Library Supervisor in absence of the Library Director
- Deliver excellent customer service for all visitors to the library.
- Represent the library in local and regional community and professional activities.
- Provide readers' advisory and reference services and refers patrons to additional resources as appropriate.
- Assist patrons with use of library services and equipment.
- Perform all other related duties as needed including, but not limited to:
 - Staff the circulation desk and perform circulation functions including checking items in/out, reserving and renewing materials, answering the phone, collecting fees, and maintaining patron records.
 - Train Library Pages, Substitutes and Volunteers

- Assist in maintaining the library's website and social media.
- May assist with Youth Services sections of the State Library Report and town Annual Report.

Knowledge, Skills, and Abilities:

- Ability to deal courteously and efficiently with a diverse population of library patrons.
- Demonstrated knowledge of youth literature and youth programming needs
- Excellent general office, computer, and technology skills including working in a Windows environment, familiarity with Web browsers and Microsoft software, experience with any ILS software.
- Comfortable in a fast-paced environment and able to manage time effectively.
- Capacity to work both independently with minimal supervision and as part of a team
- Effective written and spoken communication skills, and the ability to follow oral and written instructions.
- Deliver excellent customer service for all visitors to the library.
- Proven reader's advisory skills
- Available to work a flexible schedule including evening and weekend hours.
- Physically able to carry/lift to 35lbs, bend low and reach high to shelve books, and push a library cart.
- Creativity and a sense of humor preferred.

Education, Experience and Training:

- An ALA-accredited Master's in Library and Information Science is preferred.
- A minimum of five (5) years in a library setting, with at least three (3) years of recent experience in Youth Services is preferred.
- Demonstrated aptitude for programming and direction in library youth services.

Proven skills in storytelling and working with children, especially pre-school children, and their parents.

Benefits: Full medical and dental insurance, paid holidays, sick and personal time, NH Retirement.

To Apply: Please send cover letter, resume and contact information for three professional references to: Diane Lynch, Brookline Public Library Director at library.director@brooklinenh.gov

This position will remain open until filled.

The Brookline Public Library is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.