

Youth Services Librarian

MIDDLEBURY PUBLIC LIBRARY JOB DESCRIPTION

Position: Youth Services Librarian

Reports To: Library Director

Directly Supervises: Volunteers specifically assigned to Youth Services area

Position Summary: The Youth Services Librarian is responsible for effectively planning, implementing, and managing programming and material selection and maintenance for the Youth Services departments.

General Responsibilities:

- Introduces literature and early literacy skill development through regular story time programs for babies, toddlers and preschool-age children and designs and prepares crafts to complement preschool story times
- Plans and organizes special events for children and families, including researching possible programs, contacting performers/experts, and overseeing scheduling and contracts (when necessary)
- Plans and presents class visits, tours, and other specialized programs for preschool and school-age youth
- Engages in outreach to and develops partnerships with schools, daycares, preschools, homeschool groups and other community organizations and agencies that serve children and their caregivers
- Evaluates and selects print, audio, and video items for purchase or replacement
- Reevaluates and deselects materials which need to be cancelled, repaired, replaced, or removed from the collection
- Monitors shelves in youth services areas, straightening and filling displays and shelving as needed
- Maintains children's circulation desk, providing copies of story time schedules, special events, recommended reading lists, etc.
- Attends workshops and meetings pertaining to children and young adults, when possible
- Submits required reports and budget requests
- May serve on library committees and attends applicable department meetings
- Fulfills all duties at circulation desk as scheduled, including opening and closing library
- Other duties as assigned

Required Qualifications:

- Education: MLS/MLIS from an ALA-accredited program
- Two years of public library experience
- Current Indiana Public Library certification, or the ability to attain one within two years
- Experience with children and young adults in learning environments
- Comfortable with computers, standard office equipment and basic knowledge of MS Office, email, Internet, presentation platforms, and vendor-provided services
- Excellent written and verbal communication skills
- Ability to work cooperatively and have positive working relationship with patrons, co-workers, and volunteers
- Ability to prioritize job responsibilities and work independently
- A heart for families while seeing the value of professionalism in services and communications

Physical Requirements: Ability to lift at least 30 pounds, reach high shelves, stoop, bend and remain standing and/or sitting for extended periods of time

Work Environment: Ability to work without supervision in a fast-paced multitasking environment, interact with public in cordial fashion, be receptive to change, and attentive to details

Hours: Salaried, exempt, full time (37.5+ hours). Must be available to work evenings and occasional Saturdays

Salary: \$59,000 - \$75,000

Benefits: Health, Dental, Life Insurance, Vision, PTO, Paid Holidays, and State Retirement Plan (INPRS)

Extra Special Benefits: Hosting bedtime story time in your PJs; perfecting your drawing skills with crayons; singing and dancing with others; sharing your love of children's literature and not feeling the least bit judged; creating excellent art pieces with your mad glue stick skills; being recognized as THE go-to person for all things child and youth-related; smiling and laughing with library kids while realizing you're making an impact on others; providing a welcoming, fun, and safe environment for youth, parents, and caregivers; making new friends with fellow Pete the Cat fans; infusing energy and positivity to your department and library; and, solving book searches based on one or two descriptions of a book.

To apply:

Please email a letter of interest, resume, and three professional references (include name, title, telephone number, and e-mail address) to: Juli Wald, Director juliw@middleburylibrary.org

Application review begins August 20, 2025. The position is open until it is filled.