

Bradford Area Public Library

Job Title: Youth Services Librarian

Classification: Full Time, Salaried, Exempt

Reports to: Executive Director

Salary Range: \$32,000 to \$37,000 depending on qualifications

Summary of Responsibilities:

The Youth Services Librarian will supervise full- and part-time staff in the Early Literacy Center, as well as any volunteers and consultants who support youth and teen programming; oversee, plan, and coordinate programming for children and teens of all ages; present programming; manage collection development of the children's and young adult collections (both ordering and weeding); and establish partnerships with local schools and community organizations to further the mission of the Bradford Area Public Library.

Qualifications:

- Master's Degree in Library Science from an ALA accredited institution
- Experience and/or coursework in children's services preferred
- FBI Clearance, Act 34 Child Abuse Clearance, Criminal Background Check
- Professional library experience
- The desire to build and maintain dynamic youth-centered programs and services; as well as plan strategically, and actively establish goals and evaluate outcomes.
- A demonstrated ability to establish, plan, and present children's programs; the ability to respond to public requests and community needs.
- The ability to manage multiple projects at one time, take initiative, and self-impose deadlines.
- An awareness of existing community resources is a plus, as well as the ability to anticipate community needs and interests.
- Must have excellent written and oral communication skills and competence in Office applications, Internet searching, and social networking applications.
- Must have excellent interpersonal skills and exhibit a dedication to the mission and programmatic goals of the library.
- The ability to effectively communicate and work with all age groups, specifically children and their caregivers.
- The ability to work in a team environment and to handle a fast-paced public service setting.
- The schedule for this position is variable and requires day, night, and weekend hours dependent upon the events scheduled each week.

Primary Duties:

The candidate will:

- Oversee library programs geared for youth audiences: coordinate, plan, prepare, and follow up with all library activities both in and away from the library.
- Monitor and evaluate library children's and teen programs and local outreach activities.
- Identify library and literacy outreach opportunities and develop appropriate response.
- Develop partnerships with the community to provide programs and services.
- Coordinate and manage Summer Reading Program.
- Monitor and document program supplies and monthly budget.
- Collects and reports accurate monthly program statistics.

- Cultivate and maintain contact with teachers and librarians at public schools, private schools, and preschools.
- Maintain responsibility for the selection, collection development and maintenance of the children's collection.
- Remain current on advancements and changes in the field of library science related specifically to job duties, attending workshops and training sessions as needed.
- Work with Marketing Coordinator and provide all necessary information to publicize upcoming children's programs and library resources.
- Provide excellent customer service to all library patrons.

Secondary Duties:

The candidate will:

- Maintain clean and welcoming appearance of programming areas in the library.
- Remain actively involved in library events by attending meetings, coordinating volunteers, and offering general assistance.
- Assist the circulation staff with basic responsibilities as needed.
- Be an active member of the External Affairs Committee and attend monthly staff meetings and programming meetings.

Qualified candidates should submit a resume and cover letter to Lacey Love at director@bradfordlibrary.org by August 13, 2018.

**Bradford Area Public Library
67 W Washington St.
Bradford, PA 16701
814-362-6527**