



Youth Programs and Services Librarian

Reports to: Executive Director

FLSA: Non-Exempt

Position: Full Time, Year-Round (35 Hours/Week)

Supervises: None

Remote Work: None

POSITION SUMMARY

Cotuit Library's Youth Programs and Services Librarian (YPSL) is a proactive, creative community builder that plans and implements a full schedule of energetic, in-person and online programming for children, teens, young adults and families, ensuring that our patrons' interests and needs are always at the heart of our work.

This individual is an inspired team member who loves learning, literature and media, and whose passion can translate into increased circulation and in-library use of materials through a wide range of patron engagement techniques.

Outgoing and welcoming, the Youth Programs and Services Librarian is filled with positive energy, and will be charged with creating a vibrant, modern, clean, orderly and comfortable space for patrons to enjoy all of the resources Cotuit Library has to offer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Library Services and Programming

- Develops, implements, coordinates and leads a full range of programs and events for families and children (ages birth to 17) as guided by the Library's strategic planning goals, with a sharp focus on community building and patron engagement.
- Maintains an up-to-date, detailed online programs calendar for patrons.
- In coordination with other Cotuit Library staff, collaborates with other libraries, local private and public schools, the Town of Barnstable, non-profit organizations, and local businesses to enhance programs, expand services and ensure that Cotuit Library is leading community conversations.
- Performs a variety of support functions for youth and family patrons including one-on-one tutoring, and teaching classes in digital literacy both at Cotuit Library and in the greater Cotuit community. Provides instruction to young people in use of the Library and all its resources.
- Provides a full range of reference, bibliographic, and readers' advisory services for children, young adults, teachers, parents, and adults interested in youth services.

Collection Development

- Assists the Technical Services Librarian, Circulation Supervisor and Library Director with selecting materials for the Children's and Young Adult collections, in accord with established Library collection development policies within the approved Library budget, with a focus on increasing circulation and in-library materials use.
- Assists the Technical Services Librarian and Circulation Supervisor with assessing and weeding of Children's and Young Adult collections in accordance with established Library policies.

Administration

- Makes recommendations to the Director regarding collection development, programming, and policies for Children and Family Services.
- Keeps programming statistics and assists the Library Director as necessary to compile these statistics and prepare various reports related to service and programming duties in accordance with standard procedures.
- Works with the Director to create publicity and secure funding for all programs, events and related services through collaboratively sought grant opportunities.

- Represents the Library at the CLAMS Program Planners, roundtables, youth librarian groups, and at local, regional, and state conferences, etc. Attends various committee meetings as necessary.

Professional Development

- Maintains current knowledge of and trends in Youth Services, including literature, film and music, popular digital technologies, virtual and in-person programming developments and related library services and resources.
- Seeks out continuing education and training opportunities for professional development.

Other Duties

- Performs daily circulation duties, which include the checking of materials in and out of the Library for patrons, registering new patrons and entering them into the computer system and answering the telephone as necessary. Respond to patrons' questions regarding reference materials or information.
- Proactively assists patrons in the use of the Library, helping them in the use of the online catalog, Internet, computer databases, reference, and in the selection of reading materials.
- Performs varied and responsible duties requiring knowledge of Library operations and the exercise of independent judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.
- Is able to perform physical duties associated with the operation of a library. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Works with transparency and invites others into daily processes.
- Performs other duties as assigned by the Director.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position.

REQUIRED SKILLS

- A consistently energetic, positive attitude.
- Must enjoy working with the public and thrive on creating healthy interpersonal connections.
- The willingness and ability to meet and greet patrons of all ages, backgrounds and abilities daily.
- Outstanding customer service and communication skills
- The ability to be independently productive, and to substantially contribute to an interdependent team.
- A respectful demeanor and the ability to operate with poise, professionalism, and a high-level of confidentiality.
- An excellent but kind sense of humor.
- Proactive and results-driven with high standards for programming and materials.
- Kind, compassionate, and patient.
- Familiarity with library systems is preferred

EDUCATION AND EXPERIENCE

- A bachelor's degree in Early Childhood/Elementary Education or Library and Information Science is preferred. General library or teaching experience and knowledge of modern library policies and procedures, practices and materials will be considered.
- A clean CORI/SORI background check required.

PHYSICAL REQUIREMENTS

This position will require lifting and carrying up to 50 lbs., as well as reaching and climbing to retrieve and shelve books. This position requires the ability and energy to lead group programs including singing, basic movement such as simple dance and stretching, and read alouds.

WORK ENVIRONMENT:

Work is performed collaboratively with a highly energetic and intergenerational creative team.

Work is performed under a combination of typical office and library conditions and off-site conditions encountered when undertaking outreach activities.

Daily work is performed with computers, printers, facsimile machine, copier, calculator, telephone, and other standard digital equipment.

This is a public-facing position and requires appropriate business-casual attire and proper hygiene.

WORK SCHEDULE:

This is a full-time, non-exempt position.

Evening and weekend work will be necessary on a regular basis, and some programming work may be required outside the Library's normal business hours.

The APSL is expected to attend staff meetings, training sessions, programs, and events at the request of the Executive Director.

TO APPLY

Please email jobs@cotuitlibrary.org with your resume and coverletter. Please no calls or walk-ins.