

Castleton Free Library
Child & Young Adult Services Librarian

Position Description

The Child & Young Adult Services Librarian is responsible for the development, supervision, and coordination of all library activities and services for children, young adults, and families with young children. The Child & Young Adult Services Librarian serves as a library spokesperson and advocate for strengthening youth services, promoting the use of the library by all members of the community, and fostering good working relationships with other organizations, particularly local schools. The Child & Youth Services Librarian develops programs, builds/manages collections, does community outreach, and manages the Children's Room.

KEY RESPONSIBILITIES:

- Develops and maintains services that reflect and respond to the shifting interests and needs of children, families, and young adults in the community
- Plans, develops and coordinates all children's programming, including weekly Story Hours, after-school projects, summer reading programs, and special events
- Works to engage young adults through age appropriate programming
- Plans and presents activity-based multi-age family programs to strengthen family connections
- Reaches out to homeschoolers to help meet their educational needs
- Encourages early literacy through statewide initiatives (ELI) and coordination with child care providers
- Promotes and publicizes library services and resources for children and young adults through social media, flyers, e-newsletters, press releases & school coordination
- Collaborates with other community, state and national organizations, especially local schools and libraries, on projects and activities for youth
- Maintains a creative, welcoming, inclusive, flexible and safe environment for all, including play spaces, reading and meeting areas, computer access, and project space along with collections with special attention to the physical appearance and organization of the children's section
- Uses review tools, award lists, curricular demands, and patron suggestions to build and maintain responsive lending collections of materials (print, AV, and virtual) for children of all ages and young adults, with an emphasis on promoting equity and inclusiveness
- Manages children's collection by providing new books and weeding older, damaged or outdated items on a regular basis

- In collaboration with Adult Services Librarian, builds and maintains a collection of parenting resources
- Works with the Board of Trustees and other staff to develop strategic, long range plans for the library that include youth services and advocacy
- Develops procedures with other staff for safe, efficient and welcoming daily operations
- Helps children and caregivers with referral services, interlibrary loan requests, readers' advisory needs, and use of library materials and technology

Additional Duties

- Organizes displays and exhibits within the library
- Participates in on-going professional development and networking (attending workshops, youth services & county meetings; conferences, and virtual opportunities); reading professional literature and websites to maintain perspective and keep apprised of developments in the field of youth librarianship
- Purchases all materials for the Children's Room & Collection, Young Adult Shelf, and Parenting Shelf; tracking these expenditures and invoices
- Collects data on circulation of the above collections and attendance at programs
- Compiles Children's Services data for inclusion in annual Town Report, Vermont Public Library Report, grant reporting and 501C3 non-profit IRS report
- Seeks opportunities for grants that support youth and family library services, new initiatives, and literacy
- Works with other staff to manage the patron database
- Orders, processes and maintains electronic cataloging of lending collections for children, young adults, parents & caregivers
- In collaboration with other staff, schedules the use of the Library by outside groups
- Oversees circulation and shelving of youth materials; notifies patrons of overdue materials
- When needing to work away from the library, a record will be kept of work-related activities
- Other duties as needed