

JOB POSTING

Town of Dudley
Pearle L. Crawford Memorial Library
Youth Services Librarian

Position Overview:

The Town of Dudley seeks enthusiastic and creative candidates to join the dedicated staff of the Pearle L. Crawford Memorial Library as Youth Services Librarian. The Youth Services Librarian is responsible for all aspects of services to youth from birth through 17 and their caregivers.

Essential Duties and Responsibilities:

- Plans, organizes, and publicizes all youth programs including but not limited to story times, crafts, summer reading, special events, reading clubs, school and community outreach.
- Plans, organizes, and maintains the library's children and young adult collections.
- Provides reader's advisory service for youth and families. Assists youth in the use of library and its resources. Assists parents/caregivers in selection of appropriate youth material.
- Participates in the formulation of policy and develops procedures related to youth services. Interprets policy and explains policy and procedure to the public.
- Manages youth services budget.
- Compiles, reviews, and interprets statistical data regarding use of youth services and prepares regular management reports for review by Director.
- Trains and supervises youth volunteers.
- Manages the children's department circulation desk, and assists front desk circulation staff when necessary.
- Acts on behalf of Director in his/her absence.
- Other related duties as assigned.

Education, Experience, Skills:

Bachelor's Degree required, preferably in childhood education; Master's Degree in Library Science from an ALA-accredited program preferred. One or more years of direct experience with children/youth including story times, programming, collection management, reference and reader's advisory. Thorough knowledge of children's literature required. Excellent customer service, organizational and communication skills required. Proficiency in current and emerging technologies and their applications a must, as is a team spirit and positive attitude.

Position is full-time, 40 hours per week (includes one evening and rotating Saturdays).

Submit cover letter, resume, and names/contact information of three references via email to personnel@dudleyma.gov by April 12, 2019.