

Youth Services Librarian

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA
- **Library Type:** Public
- **Position Type:** MLS
- **Deadline:** Until filled

Description, How to Apply, and Contact:

The Huntingdon Valley Library, located in the Lower Moreland Township, seeks a full-time youth services librarian. The successful candidate will coordinate and oversee the budget, services, and programs designed to interest children from birth through high school. The youth services librarian will take the lead in maintaining a friendly and welcoming atmosphere in the library and work effectively with children, teens, and adults. Other responsibilities include building and maintaining the children and young adult collections, providing readers advisory and bibliographic instruction, and coordinating and supervising the youth services associate. For a complete job description, please visit our website at hvlibrary.org.

The position is full time at 37.5 hours per week with a Wednesday evening shift, and weekend hours as needed for programming.

This position requires a four year college degree and two years of recent public library experience; a Master's Degree in Library Science is preferred. The successful candidate will work independently and have knowledge of the interests and capabilities of all age levels. Experience developing and presenting programs to and working with children and young adults is essential. Knowledge of library operations and materials and a desire to serve the public in a friendly, comfortable environment is preferred. Strong customer service, computer, and organizational skills are essential.

New employees are required to have a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check.

Submit resume and cover letter to:

Mrs. Sharon Moreland-Sender, Director
Huntingdon Valley Library
625 Red Lion Road
Huntingdon Valley, PA 19006

or by email in PDF form to smoreland-sender@mclinc.org

Salary: \$34,000-\$37,000, with benefits package

Website: www.hvlibrary.org



Huntingdon Valley Library

625 Red Lion Road

Huntingdon Valley, PA 19006

HVLibrary.org | (215) 947-5138

Position: Youth Services Librarian

Reports to: Library Director

Primary Function: Under the general direction of the Library Director, this employee plans, implements, and manages a comprehensive program of library services to children and young adults.

Hours: Full-time, 37.5 hours per week, including one night per week and weekend hours as needed for programming

Responsibilities:

- Plan, develop, coordinate, and promote services and programs designed to interest children from birth through high school
- Acts as library expert in preschool childhood development, emergent literacy and child development
- Collection Development of youth services collections, including selection, merchandizing, and weeding.
- Link item records for print and non-print materials found on online bibliographic catalog in accordance with standard rules and criteria, including assignment of call numbers for youth services' collections
- Supervise and coordinate the work of the Youth Services Associate
- Assist patrons with reference, reader's advisory, and computer assistance and guidance
- Manage Youth Services budget for revenue and expenditures and seek out and apply for grants, sponsorships, and funding opportunities
- Acts as liaison to provide tours, library instruction, and outreach for youth groups, community organizations, and schools
- Conduct special projects involving library promotion, advocacy, and outreach activities with an emphasis toward schools in Lower Moreland Township
- Publicize children's programs and services with articles, fliers, displays, and Web site posts and articles
- Development, design, and maintenance of Youth Services areas
- Assist in monitoring the behavior and conduct of library patrons
- Assist in drafting policy affecting children's and young adult services
- Attend appropriate conferences and workshops
- With the Assistant Director, oversee student volunteers
- Prepare statistics, reports, and presentations regarding the Youth Services Department performance
- Perform circulation desk duties as needed
- Performs other duties as assigned by the Director

Qualifications

- This position requires a four year college degree and two years of recent public library experience in a department related to children's service; a Master's Degree in Library Science from a university accredited by the American Library Association is preferred
- Strong customer service, computer, and organizational skills are essential
- Knowledge of age-appropriate interests and capabilities
- Knowledge of collection development principles and procedures is preferred
- Broad knowledge of authors and books for children and young adults
- Has experience working with and presenting programs for children and young adults
- Ability to communicate verbally and in writing effectively and courteously
- Ability to work with adults, young adults, and children in a respectful, congenial, and creative manner
- Ability to assess and respond to community needs for target audience
- Ability to plan and manage several projects simultaneously
- Ability to exercise professional skill, initiative, and independent judgment
- Considerable knowledge of library operations and materials
- Desire and ability to serve the public in a friendly, comfortable environment
- Strong computer skills and competency with Microsoft Office, Outlook, and Internet searches, some knowledge of basic computer troubleshooting, and familiarity with WordPress preferred
- Ability to operate a vehicle and hold a valid personal driver's license
- Willingness to adapt hours to attend special events that may occur outside regular hours
- Ability to maintain professional appearance and behave in a manner appropriate to a public setting

Physical Demands

- The physical demands to perform this job are the ability to use hands to finger, handle, feel or operate objects or controls; and bend, sit, stoop, kneel, and crouch
- This job requires a clear speaking voice and good hearing
- Mobility is required to travel to meetings outside the library
- Ability to push and pull library book trucks weighing 100-300 lbs. and carry up to 15 lbs of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position

General Requirements for All Library Employees:

- Ability to project professional workplace image
- Ability to adapt to change
- Ability to learn new computer skills, programs, and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- Ability to provide the following:
 - Pennsylvania State Police Request for Criminal Records Check
 - Department of Public Welfare Child Abuse History Clearance
 - Federal Criminal History Record Information