

The Norman Williams Public Library in Woodstock, VT is seeking someone to join the Youth Services team. As a librarian in our Children's Room, the ideal candidate will exhibit a collaborative and energetic spirit while maintaining a safe and inviting environment for youth from toddlers through late teens. Excellent customer service skills and an eagerness to connect with community members through engaging programming and other library services are crucial to this position. If you have genuine care for youth and have a passion for encouraging and inspiring readers, then we want to hear from you.

TITLE: Youth Services Librarian

REPORTS TO: Youth Services Director

Position Description: (Updated May 2024)

Under the General direction of the Youth Services Director and working in close collaboration with other members of the library staff and volunteers, the Children's Librarian provides assistance to all library users. The Children's Librarian meets the needs of patrons and visitors in person and electronically. As with all NWPL positions, it is expected that the library's mission, core values and vision are exemplified by the individual filling this role.

Responsibilities

Assist at the Youth Services circulation desk

Serves as assistant to Youth Services Director, as needed

Shelving library materials

Provide reference help and readers advisory for the users of Youth Services

Assist with maintenance of the Youth Services department and the Youth Services collection

Promote library membership and help maintain accurate patron records

Assist with volunteers in the Youth Services department

Share responsibility for special book displays to promote interest and circulation

Help to create an engaging and fun atmosphere

Assist patrons with use of online catalog and other online resources

Assist in development and implementation of youth programs such as story times, school and community outreach, and more

Assist with development and implementation of NWPL's annual summer

reading program

Assist with updates to youth social media and website

Demonstrate a willingness to cross-train and staff other departments when needed

Assist in collection development, weeding, acquisitions, etc.

Participate in staff meetings

Serve as an active team member to lead and assist in furthering the work of the library in a wide variety of ways

All other duties as needed

Qualifications and key abilities

Ability to work independently

Library experience preferred

Strong verbal and written communication skills

Possess ability to problem solve and take initiative

Strong desire to provide exemplary customer service

Knowledge of computer applications, including online systems, records and databases

Willingness to be a team player, maintaining effective working relationships with other staff members, volunteers and patrons

Strong personal commitment to the mission and vision of the library

A good sense of humor

Education, Experience and Certification

Bachelor's degree or equivalent experience

Physical Requirements:

-Must be able to lift and carry equipment or boxes weighing up to 30 lbs.

-Must possess physical ability to reach, bend, and lift frequently

Hours & Compensation:

This is a 20-hour per week benefited position. Availability to work Saturdays preferred.

About NWPL and its team:

The Norman Williams Public Library (NWPL) is committed to promoting responsible environmental stewardship. Employee understanding and involvement are essential to the implementation of our sustainability. Our goal is to minimize our impact on the environment, ensure a sustainable future, and promote community resilience. NWPL staff are expected to engage in procedures and programs that strive to minimize pollution and waste, conserve energy and water, protect habitat, and support renewable energy resources.

MISSION

The Norman Williams Public Library enriches the intellectual, cultural, and civic life of greater Woodstock by promoting a lifelong love of reading and learning; fostering the free exchange of ideas; providing a welcoming space for people of all ages and backgrounds; and offering resources for building a more just and humane community.

VISION

The Norman Williams Public Library is continually evolving to meet the communities' need for enrichment and growth through learning, innovation, and opportunity in a safe and inclusive environment.

VALUES

- We commit to kindness, respect, equity, and trust.
- We believe in engagement, connection, partnerships, and understanding.
- We encourage reading, intellectual freedom, learning, and growth.
- We undertake our work with responsibility, innovation, effectiveness, and sustainability

HOW TO APPLY:

Please send an email including cover letter, resume, and three references to Adrian Tans, Youth Services Director – adrian@normanwilliams.org

Criminal background check and valid driver's license are required.