



The Norman Williams Public Library in Woodstock, VT, is hiring a **Youth Services/Media Librarian**.

If you are enthusiastic about youth literacy, tech-forward library services, and building community connections, we would love to hear from you! In addition to serving the public in Youth Services, this person will be responsible for assisting patrons with their technology needs and maintaining the Library's computers and other technology.

This is a full-time 30 -35 hours per week position. 20 hours will be spent in Youth Services with the remainder of the week spent on technology. Occasional work at the Adult Circulation desk will be required. Occasional Tuesday evenings and some Saturdays are required.

Minimum Requirements:

A bachelor's degree and willingness to work towards a Vermont Library Certification
Two years of previous library experience is preferred

Duties and Responsibilities:

Capacity to multitask and prioritize competing demands while remaining calm, kind, and positive
Provide reader's advisory and reference services to children and teens, and their caregivers
Planning and conducting youth programming and summer reading programs
Develop positive relationships with a lively after-school crowd
Assist with book ordering for youth collections
Assist with the maintenance of youth collection
Support the public using the Library's computers, printers, scanners, and fax machines
Provide instructional services as needed, including setting up and managing email accounts, signing up for and using library online services, or meeting other basic technology needs
Responsible for maintaining and troubleshooting issues with the Library's computers.
Assist with AV set-up for programs as needed
Assist with strategies for evolving technology and networks

Knowledge, Skills, and Abilities:

Flexibility and patience
Knowledge of youth literature
A working knowledge of library practices and procedures
Genuine care and respect for youth
Able to operate, adjust, and troubleshoot computers, printers, scanners, and other technology devices
Ability to explore and research solutions to computer problems as they arise
Familiar with both Mac and PC operating systems
Familiar with various computer software
Strong organizational and problem-solving skills

Physical Requirements:

Must be able to stand for long periods, 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 30-35 hour per week position with some benefits. Salary range is \$22-\$25 per hour.

To Apply:

Please email including a cover letter, resume, and three references to Clare McFarland, Director (clare@normanwilliams.org).

Please note that the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position. Depending on organizational needs, other duties may be assigned. A criminal background check is required.

The Norman Williams Public Library is committed to diversity in its workforce and is proud to be an Affirmative Action and Equal Opportunity Employer.