

## **Children's Librarian - Full Time**

### **Wolfeboro Public Library, Wolfeboro, NH**

Summary: The Wolfeboro Public Library, which recently completed an expansion and renovation project, is seeking an energetic, enthusiastic, and creative full-time (35 hours/week) Children's Librarian. This position is responsible for day to day operations of the children's department. The ideal candidate will be comfortable working both independently and as a part of a team, be familiar with children's collection development, and will actively use social media. Applicants should have a thorough understanding of childhood developmental stages and maintain a professional understanding of new programs, trends, and technologies for delivering information, services, and resources to users. This full-time position has varied work hours including some evenings and weekends and includes a full benefits package.

Interested applicants should send a cover letter, resume, and a list of three (3) references to: Cynthia L. Scott, Library Director, Wolfeboro Public Library, 259 South Main St., Wolfeboro, NH 03894 or to [librarydirector@wolfeboropubliclibrary.org](mailto:librarydirector@wolfeboropubliclibrary.org). Open until filled. (ver10.14.20)

#### Full Job Description

**Position:** Children's Librarian

**Job Summary:** The Children's Librarian manages and oversees the Library's children and young adult services. Plans, develops implements and evaluates operations within these areas. Develops the Library's relationship with the community through programming for children and young adults, outreach programming, marketing, and publicity. Works with community organizations and groups including schools, museums, daycares, and homeschoolers. Covers circulation desk as required, as well as other related library duties. Keeps current in new trends in library planning and services. Participates in short- and long-range planning for children and general library programs, coordinates activities with other staff members and assists patrons in the selection and use of library materials.

**Reports to:** Library Director

**Classification:** Non-Exempt

**Wage Range:** \$19.65 - \$27.51

**Job Environment:** Work consists of varied work assignments, the majority of which are non-standardized tasks, procedures, and techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving with patrons may require considerable creativity and initiative. Errors can result in delays, loss of service, and/or monetary loss. Incumbent has frequent contact with the public.

#### **Essential Functions:**

- Is responsible for the overall goal setting, planning, programming, development, and implementation of services related to children and young adults.

- Reviews progress, accomplishments, budgets, and strategies for children's services. Prepares Children's Room department budget; maintains budget records and monitors expenditures for assigned areas.
- Coordinates and oversees the development of the children's collection.
- Prepares monthly and annual reports of children's services.
- Initiates and supports cooperative efforts between the library, schools and other organizations in the community that serve children.
- Serves patrons in the Children's Room, adult areas, and circulation desk; assists patrons in use of online catalog.
- Coordinates children's library activities, programs, displays, exhibits, and services based on community needs and interests. This includes performing outreach events at local schools and nursery schools.
- Promotes the resources and programs of the library through marketing and publicity including digital platforms. Responsible for publicity, promotion, and public relations efforts for children's services.
- Confers with other staff to keep them informed on key issues and progress toward objectives; makes recommendations to assist management in making needed improvements. Prepares reports, memos, and correspondence concerning areas of responsibility.
- Participates in the development and implementation of library policies, procedures, and long-range plans. Interprets and explains library policies and procedures.
- Keeps abreast of professional library literature. Maintains education in library science; attends courses, workshops, and conferences.
- Assists with measuring and evaluating library services and programs
- Creates, coordinates, and manages the Summer Reading Program.

**Education:**

- Bachelor's Degree and/or the equivalent education and experience.

**Knowledge, Skills, and Abilities:**

- Knowledge of library best practices, including children's services.
- Considerable knowledge of the needs and abilities of children and familiarity with available library materials and services.
- Knowledge of theories about infant, child and adolescent learning, literacy, development, and brain development.
- Knowledge of children's literature.
- Ability to administer and promote the activities, services, and programming for a children's library.
- Proficiency in automated computer systems, particularly Microsoft Office products, audio-visual equipment, internet use and use of social media.
- Ability to set priorities and work with frequent interruptions.
- Ability to work under pressure and perform detail-oriented duties accurately.

- Strong interpersonal skills, including a strong ability to communicate clearly, both in writing and verbally. Excellent telephone skills.
- Working knowledge of English grammar, spelling, and basic math, including the ability to alphabetize and file.
- Sound knowledge of the Dewey Decimal system.
- Ability to maintain confidentiality.
- Ability to perform the physical activities associated with the job.
- Able to work a flexible schedule, including nights and weekends.

**Physical and Mental Requirements**

- Ability to stand for extended periods of time.
- Ability to reach overhead, use hands, fingers, bend, stoop and kneel.
- Ability to lift and carry materials weighing 30-50 pounds.
- Ability to operate a wheeled book cart weighing up to 140 pounds when fully loaded.
- Ability to perform tasks with frequent interruptions.
- Ability to operate computers and associated library systems.
- Ability to work as a member of a team.