

Youth Services Librarian – Dwight Branch Full-Time

The Youth and Family Services Librarian is responsible for various library services for youth from birth through age 19 and their families.

The Youth Services Librarian helps plan and implement strategies for delivery of youth services throughout the library system; orders and promotes children's and teen materials (print and media) for the library system; participates in delivery, promotion, and evaluation of youth programs; creates and conducts tours and bibliographic instruction for children and their caregivers and teachers through our Boundless partnership with Hartford City Schools; works with and provides outreach to youth-serving city agencies, schools, and organizations; and assists in writing and implementing grants. This position also assists with routine library duties such as checking materials in and out, creating library cards, and assisting with reference questions and reader's advisory. Required to supervise branch staff in the absence of the branch or senior manager. Requires time on the public service desk each day. This is a full-time position with a typical weekly schedule of 9:30 am – 6 pm weekdays, 37.5 hours per week. Will work one evening a week, Saturdays in rotation, and a few Sundays each year.

RESPONSIBILITIES INCLUDE:

Program Development and Delivery

- Plans, implements and evaluates library programs and services that fulfill the diverse educational, recreational, and personal needs of local youth and their families.
- Instructs youth and caregivers in information gathering, research skills, and digital literacy skills.
- Ensures youth customers who visit the branch are engaged in social and academic experiences.
- Creates and conducts tours and bibliographic instruction for the public and community stakeholders.
- Tracks statistics for programming and delivers reports as needed.

Customer Service

- Provides prompt, welcoming, courteous, and direct assistance to all customers with basic information regarding the use of library materials, equipment, and services.
- Checks items in and out, creates library cards, and processes materials as needed.
- Assists with providing reference services and readers' advisory.
- Develops relationships with customers who frequent the branch.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

Partnership and Outreach

- Provides outreach to local community organizations and work with them to bring programming into the library.
- Serves as liaison to assigned schools under the Boundless partnership with Hartford Public Schools.

- Participates in community activities and meetings.
- Maintains contact with organizations and library customers in order to interpret the services and objectives of the library.
- Responsible for building inclusive community engagement opportunities for customers, staff, and community partners.

Collection Acquisition & Utilization

- Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the community's youth and families.
- Develops and implements new strategies and methodologies to increase customer awareness of library resources and monitor the results achieved.

Secondary Functions:

- Participates in community activities and maintains contacts with local officials, organizations and library customers in order to interpret the services and objectives of the library.
- Develops collaborations with public schools, community agencies, organizations, and institutions that work to create successful youth and families.
- Maintains open communication with all staff.
- Utilizes computer application and library equipment and maintains current knowledge of system-wide and location-specific procedures, processes, policies, and operations. Utilizes e-mail and voicemail to maintain open channels of communication.
- Required to supervise branch staff in the absence of the branch manager or senior manager.
- Provides welcoming customer service to all customers. Listens and actively promotes cooperation and trust to meet customer needs. Anticipates customer needs and delivers timely, accurate information/solutions.
- Ensures safe conditions for staff, public, and building operations. Takes appropriate action in building emergencies.
- Serves as Manager in Charge as needed. Helps supervise and direct the work of Librarian Trainees, Librarian assistants, interns, and volunteers.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Master's in Library Science or Master's in Library and Information Science from an ALA-accredited institution required.
- Minimum one year experience working with youth.
- Must have the ability to work with a diverse population and effectively provide excellent customer service to a large number of customers simultaneously. Ability to work independently and in a team environment.
- Solid interpersonal, oral, and written communication skills. Strong networking, facilitation, and outreach skills.
- Solid working knowledge of all MS Office suites and all Google applications.
- Ability to prioritize and complete multiple tasks and meet program deadlines.

- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.
- Ability to create clear and concise reports and to deliver them orally to a wide variety of audiences.
- Bilingual abilities preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods of time.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Lifting moderate to heavy weight material up to 50 lbs.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Mental health support through the Employee Assistance Program
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees, including English Language Learning, Citizenship preparation, and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone

- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Youth Services Librarian-Dwight Branch** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Hiring Range: \$57,628.74 – \$60,743.80 **DOE**

Hartford Public Library is an Equal Opportunity Employer.