

## **Youth & Family Services Librarian**

The **Youth and Family Services Librarian** is responsible for a variety of library services for youth from birth through age 19 and their families; 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, assisting with reference questions and reader's advisory. Supervises branch staff in the absence of the branch or senior manager. Required time on the public service desk each day. Works one evening a week, Saturdays in rotation, and a few Sundays a year.

### **Program Development & Delivery**

- Plans, implements and evaluates library programs and services which 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 patrons with basic information regarding 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

### **Partnerships & Outreach**

- Provides outreach to local community organizations and works 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 contacts 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 youth and families in the community
- Develops and implements new strategies and methodologies to increase customer awareness of library resources and monitors the results achieved

## **QUALIFICATIONS**

- Master's Degree in Library and Information Sciences from an ALA accredited institution required. Candidates completing M.L.I.S. degree will be considered.
- Minimum one-year experience working with youth required
- 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 suite 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

*Appointment to Librarian and/Librarian Trainee will be based upon education*

## **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, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and 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! [Click here](#) to see all the great programs and services we offer.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Youth & Family Services Librarian** in the subject line of your email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Hiring Range:** \$54,308.80 - \$60,388.12 DOE

**Hartford Public Library is an Equal Opportunity Employer.**