

Youth and Family Outreach Services Librarian Full Time

The **Youth & Family Outreach Services Librarian** is responsible for collection development, programming, reference, reader's advisory, targeting outreach for children and families from birth through age 12, coordinating outside programming system-wide, collaborating with the Library on Wheels team, and helping with Teen Services as needed. This position works closely with the Youth & Family Services Manager to plan and implement strategies for improving delivery of youth services throughout the Library system. Serves as a Manager in Charge when needed. Orders and promotes children's materials of all kinds. Promotes delivery and promotion of youth programs. Creates and conducts tours and bibliographic instruction for children, their caregivers, and teachers through our Boundless partnership with Hartford Public Schools. Provides outreach to youth-serving agencies, schools, and organizations; and assists in writing and implementing grants.

RESPONSIBILITIES INCLUDE:

Programming, Collaboration, Outreach

- Provides up to 50% of the Downtown location's children's programming.
- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local youth and their families.
- Coordinates with outside programmers to deliver programming system-wide
- 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. Assists with the development and implementation of grant funded programming.
- Daily time on the Children's Department reference desk as assigned.

Outreach, Partnerships, and Collaboration

- Outreaches to public and private schools, parent groups, community groups, other youth agencies, and funders to provide programs and instruction for children and adults.
- Serves as liaison to assigned schools under the Boundless partnership with Hartford Public Schools.
- Trains other Youth Service Staff in new and innovative content, as well as helping to onboard new hires.
- Collaborates with Library on Wheels staff to ensure youth service delivery is uniform across the system.

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 process materials as needed.
- Provides 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.

Collection Development

- Orders children's materials in a variety of formats for the Children's Department in conjunction with the Youth and Family Services Manager.
- Provides readers advisory.

Other duties as assigned.

- The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Master's Degree in Library Science or Library Information Science from an accredited institution.
- 2 to 4 years of experience, with the ability to work with diverse populations.
- Experience creating and conducting children's programming, with an emphasis on Storytime and STEM.
- Knowledge of library best practices.
- Bilingual language skills are desirable.
- Strong commitment to working in a team environment is required.
- Required proficiency in Microsoft Office suite and Google products.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Strong written and verbal communication, listening, organization and priority setting skills.
- Strong public relations skills.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.

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

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Youth and Family Services Outreach Librarian** in the subject line of your email. Resumes will only be accepted by email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all 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: \$55,242.46 - \$58,311.24 DOE

Hartford Public Library is an Equal Opportunity Employer.