



Youth and Family Outreach Services Librarian

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

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 more specifically, 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. Partners with agencies, schools, and organizations to provide programming that meets the needs of youth. Responsibilities include:

Programming, Collaboration, Outreach

- Provides up to 50% of the Downtown locations children's programming.
- Collects, evaluates, and plans for outside programmers to perform throughout the system.
- Performs outreach to public and private schools, parent groups, community groups, other youth agencies, and funders to provide programs and instruction for children and adults.
- Train other Youth Service Staff in new and innovative content, as well as helping to onboard new hires.
- Collaborate with Library on Wheels staff to ensure youth service delivery is uniform across the system.
- Daily time on the Children's Department reference desk as assigned.

Strategy

- Working closely with the System-wide Manager of Youth and Family Services, plan and implement strategies for improving delivery of youth and family services throughout the system.
- Additionally, occasionally assisting with Teen Services and the continuum of programming from youth to teen services.

Boundless Partnership

- Working to keep in contact with assigned Boundless partner schools.
- Contributing to the collaboration through programming, instruction, and professional development days for Hartford Public Schools Media Specialist or other HPS staff.
- Attending and participating in monthly Boundless meetings with the System-wide Manager of Youth and Family Services, the Boundless Librarian at Rawson School, and the HPS administrative Boundless partners.

Materials

- Is responsible to order children's materials of all kinds for the Children's Department.
- Use best practices for collection management in conjunction with the Technical Services Department.
- Provide readers advisory.

Employee Supervision and Management

- Serves as Manager in Charge as needed. Helps supervise and direct the work of Librarian Trainees, Librarian assistants, interns, and volunteers.

Requirements:

- 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.

To Apply: This internal job posting is open to current HPL employees. Please email resume and cover letter to hpljobs@hplct.org and note in the subject line, **Youth and Family Outreach Librarian**.

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/Annually

Hartford Public Library is an Equal Opportunity Employer.