

Youth Services Librarian

We are looking to hire an energetic person to work as part of the youth services team of an active and vibrant public library. Prospective candidates should enjoy working with people, especially children, teens and their caregivers, and deliver high quality customer service with tact, courtesy and professionalism to library patrons.

DUTIES & RESPONSIBILITIES:

- Plans, with the director and assistant director, the overall scope of youth and teen resources, collections, services, and policies.
 - Works closely in collaboration with the other youth services librarian to fulfill these goals and objectives.
- Selects materials for, maintains and promotes youth and teen collections from newborn to 12th grade, and assists in other materials selections, shelving and cataloging.
- Creates and facilitates exhibits, speakers, activities, and programs, including, but not limited to, story times for youth services patrons and their caregivers.
- Facilitates and attends outreach programs for children and teens in cooperation with schools and other agencies.
- Attends programming meetings, attends and creates an agenda for monthly youth services meetings, attends county youth services meetings as needed.
- Provides reference and material advisory services primarily for children, teens, and their caregivers.
- Serves as liaison to other agencies and groups serving youth and families.
- Communicates well with patrons of all ages in a public facing environment; communicates and collaborates well with the library staff and volunteers.
- Maintains statistics of circulation, programming and more and submits monthly reports on youth services.
- Responsible for the entire youth and teen areas including the stacks, equipment, furniture, and materials.
- Works with the marketing department to create content for youth and teen area displays, develop social media advertising, and maintain the youth services portion of the website.
- Attends staff meetings, library board meetings if requested, professional meetings, workshops, and community activities.
- Keeps up-to-date on library issues, policies, procedures and technology.
- Carries out general public service duties when necessary and performs other duties as assigned by the director.

QUALIFICATIONS & REQUIREMENTS:

- Master's Degree in Library Science from an accredited institution.
 - Current Master's students with degree completion by December 2025 are also encouraged to apply.
- Possession of or eligibility for a New York State Public Librarian's Certificate.

- Minimum of two years of library experience in a youth services capacity OR a background in early childhood development is preferred.
- Excellent people and customer service skills and the ability to work independently and as part of a team.
- A passion for children's and teen literature and working with children, teens and caregivers is essential.
- Knowledge and proficiency with computer technology is required. Must be adept at providing instruction and/or troubleshooting for patrons in relation to computer hardware, software, or portable devices, especially with library databases and applications.
- Experience with the POLARIS circulation system is beneficial.
- This is a full time position of 35 hours per week and includes day, evening, and weekend shifts.
- A background check is required.

COMPENSATION AND BENEFITS:

Salary starting at \$50,000 and is commensurate with experience.

Benefits include paid holiday, sick, and vacation leave; health insurance and TIAA CREF retirement plan.

TO APPLY:

- Please email a cover letter, resume, and completed job application downloaded from the library website to:

Susan Morgan, Library Director
Onondaga Free Library
4840 West Seneca Turnpike
Syracuse, NY 13215
smorgan@oflibrary.org

- **Only candidates selected for an interview will be contacted.**
- **The deadline to apply is January 28, 2025.**