

Youth Services Librarian

Department:	Youth Services	FLSA Status:	Exempt
Reports To:	Youth Services Department Head	Job Classification:	Librarian II
Supervises:	N/A	Primary Location	Zionsville Library
Updated:	November 2023	Pay Range:	19.48 - 22.00

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Zionsville Library.

POSITION OVERVIEW:

The Youth Services Librarian plays a vital role in delivering exceptional services to children and their caregivers. Your responsibilities will encompass a wide range of activities, including program planning and implementation, outreach initiatives, reference assistance, collection development, library promotion, and customer service.

We are actively seeking candidates who meet the following “must-have” qualifications:

- **Master's degree in library science** from an ALA-accredited program *(or the ability to obtain a master's degree in library science within 6 months of hire)*
- **Indiana Public Library Certification Level 3 or above** *(or the ability to obtain a temporary permit or certification within 6 months of hire)*
- **Valid Indiana Driver’s License** *(or the ability to obtain one within 6 months of hire)*

KEY RESPONSIBILITIES:

1. Program Development & Delivery

- Plan and deliver a variety of engaging programs for children and families, both in person and virtually.
- Create after-school programs catering to elementary-aged children, including the Tween Council.
- Initiate and coordinate outreach programs to connect with the community.
- Develop and manage online program offerings.
- Design and set up timely book displays to stimulate interest in the library’s collection.

2. Patron Services & Engagement

- Assist patrons in selecting and locating appropriate materials and information.
- Offer reference and information services in various formats, including in-person, online via chat and email, and over the phone.
- Support patrons in using digital library services and tools.
- Maintain a current and working knowledge of the library’s database.

3. Collections & Marketing

- Recommend the purchase of youth titles to the Technical Services Department.
- Assist with weeding and identifying needs in the youth collection.
- Market Youth Services programming by promoting it in the library and at community events.
- Write engaging blog posts and contribute to the weekly newsletter to keep the community informed.
- Collaborate with the Marketing department to complete marketing requests.

4. Additional Duties

- Stay current on new trends and innovations in libraries and youth services.
- Fulfill duties as “Person in Charge” during various shifts.
- Complete departmental cross-training to provide basic coverage in other areas as necessary.
- Maintain the required certifications and keep records of earned CEU’s.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES

- **Required:**

- ☐ Master’s degree in library science from an ALA-accredited program
- ☐ Indiana Public Library Certification Level 3 or above (or the ability to obtain a temporary permit or certification within 6 months of hire)
- ☐ Valid Indiana Driver’s License or the ability to obtain one within 6 months of hire.

- ☐ **Preferred:**

- ☐ Previous experience working in a library setting.
- ☐ Previous experience working with children.
- ☐ Demonstrated experience in planning and executing multicultural programming.
- ☐ Proven track record in developing and implementing engaging multigenerational programs.
- ☐ Trained in current methodologies and best practices to address our patrons’ unique needs, such as spectrum disorders, hearing impairments, and sight impairments.
- ☐ Strong technical proficiency including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).

- ☐ **Physical Demands:**

- ☐ This position requires physical demands including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighting 15-20 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the above job description for the Hussy-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities, and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with

the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			