



JOB DESCRIPTION
Youth Services Librarian

April 2026
35-37.5 hours/week

Summary

The Youth Librarian works to provide high quality library service to the youth of Waterbury and their families. The Youth Librarian serves as the authority on children and young adult services and programming. Responsibilities include, but are not limited to, collection development and management of current and age-appropriate reading material for young people from infancy through the teen years; the planning, coordination and presentation of the Library's youth programming; youth outreach; providing readers advisory and reference services to youth and their families; and collaborating with a network of youth service organizations in the community. The Youth Librarian will embrace diversity in our community and work to serve people from all walks of life.

Duties

Customer Service

Making sure that visitors have a positive library experience is the top priority for each member of the Library's staff.

- Provide library membership opportunities and orientation to children, young adults, daycare providers, and school staff.
- Register new patrons and familiarize them with the library.
- Facilitate use of the public computers and shared catalog.
- Inform and assist patrons and visitors in the use of the Library's digital collections, other online resources and nontraditional materials.
- Create inviting, attractive, educational children's and young adult spaces in the Library.

Collection Development

The Youth Librarian works with the Library Director to build, maintain, and improve a well-balanced collection of materials to meet community needs.

- Research, evaluate, select and place orders for children's and Young Adult books based on professional review sources and patron requests.
- Determine placement of youth materials within the Children's and YA collections.
- Assist with cataloging and processing of children's and YA materials as needed.
- Weed the children's and YA collections periodically, based on professional judgement, patron preference, and review sources to ensure our collection is diverse, inclusive, current, relevant and appealing.
- Select and purchase appealing and useful nontraditional items specifically targeted to youth and families.

Programming and Services

- Collaborate with library staff, volunteers, and guest performers to develop, coordinate, promote, and implement inclusive programs and events that meet the needs and interests of children of all ages.
- Cultivate, coordinate and train youth services volunteers in various aspects of the department (e.g., program assistance, craft table displays and more).
- Provide organized and timely information to the Program Coordinator and Technology Librarian for publicity purposes.
- Contribute to the library's social media presence, with a focus on outreach to parents/caregivers, teens, homeschool families, etc.
- Create engaging displays, self-directed programs and book related exhibits.
- Keep records of youth program attendance.
- Report regularly to Director on youth activities.

Readers Advisory and Reference

- Provide readers advisory service for young patrons from preschool through the teen years and their families.
- Provide reference services for young people and their families, including assistance with online library resources.
- Help parents and children with the children's computers and the educational programs on the children's Early Learning Station.

Community Outreach and Communications

- Collaborate with local schools, childcare providers, home school groups, and other community partners to promote and encourage Library use and participation in Library programs.
- Communicate Youth offerings through print materials, press releases, the library's newsletter, social media, the library's website, and through community partners including providing timely information to the Program Coordinator and Tech Librarian.
- Collaborate with Waterbury Recreation to offer children's library programming in the recreation schedule.
- Work in concert with the Friends of the Waterbury Public Library on occasional programs such as Books for Babies.

Administrative

- Participate in developing and evaluating goals, policies, and procedures.
- Prepare accurate and timely youth and young adult programming statistics and reports as needed.
- Manage department budget; participate in preparing annual budget.

Professional Development

Engage in ongoing professional development activities; remain apprised of best practices (e.g., participate in professional meetings, webinars, classes, conferences and workshops) and stay abreast of VT State Library resources and recommendations.

Other

Perform other duties, as assigned.

Qualifications

- Bachelor's Degree required; MLIS or Vermont Certificate in Public Librarianship strongly preferred.
- ***At least*** two years of experience working in a library or other capacity providing programming and services for children and/or young adults.
- Broad knowledge of and enthusiasm for a wide range of children's and young adult literature.
- Enthusiasm for the role of public libraries as community hubs, centers of learning, and transformative institutions.
- Proficient in Microsoft Office and Google Suite; in-depth knowledge of information systems (e.g., Koha). Basic graphic design experience preferred.
- Strong social media skills (e.g., Facebook, Instagram) and virtual communication tools (e.g., Zoom) required.
- Broad knowledge of the current youth landscape, children's and young adult literature, child development, early literacy best practices, and education standards from pre-K to grade 12.
- Passion for working closely with children, teens, and their caregivers with imagination, confidence, and enthusiasm.
- Excellent verbal and written communication skills; ability to speak compellingly about the Library's mission.
- Resourceful and self-directed; proactive and adept at anticipating organizational needs.
- Capacity to multi-task and prioritize competing demands.
- Able to work on-site and remotely; occasional evening and weekend hours.

Pay starts at \$25.00 an hour. Extensive benefit package including health insurance, retirement, paid time off, and holidays.

Please submit resume, cover letter and three references to: carolyn@waterburypubliclibrary.com

EOE Employer.