Waterville Public Library Youth Services

A vibrant and unique position engaging with youth, ages 0-18, their families and caregivers. Working in literacy, play and nature rich settings.

**WPL believes in:**
- Sparking wonder
- Fueling curiosity
- Working with compassion
- Connecting with our patrons
- Embracing continuous learning and growth
- Working with integrity
- Leading collaboratively
- Creating innovatively
- Problem solving
- Communicating effectively
- Appreciating humans for who they are
- Harmony of work-life balance

**Immediate Supervisor:** Director

**Positions Supervised:** Circulation Clerks and Volunteers (in absence of Director)

**Job Responsibilities:** Manages all aspects of library service in the children’s departments with duties regarding collection development, programming, and public relations. Works closely with the Director and Communications Manager. Performs various administrative duties. Assumes duties of the Director when necessary.

**Qualifications:** Understanding of child development and children’s literature, acquired by at least one of the following ways: Bachelor’s degree in library science or related field, associate degree, or two years’ experience working with children, preferably in a library.

**Additional Qualifications Preferred:** Prior public or school library work experience, or work in a field related to children and youth. Willingness to be a children’s and young adults’ advocate. Enjoyment of creating and engaging in programs rich in literacy, play and nature. This includes being outdoors year round, playing at child level, and being an active participant in library programs.

**Salary:** To be negotiated by the Director and the Board of Trustees based on experience.

**Schedule:** Required 3 morning programs a week (Story Hour and Bookworms Early Literacy), some evenings and some weekends. Flexibility is available, to be discussed upon scheduling with the Director.

**Evaluation:** Each employee will be evaluated by the Library Director at least once each year.

*Primary duties on following page*
Primary Duties:
1. Enjoy, respect and engage with children or all ages
2. Responsible for planning and implementing Programming. Including, but not limited to:
   a. Bookworms Early Literacy for ages 3-4
   b. Story Hour
   c. Youth Summer Reading Programs
   d. Youth Book Clubs
   e. Age Appropriate for: young child, elementary, middle school, and high school age
3. Develop and implement innovative programs that encourage library use and enhance the image of the library in the community.
4. Evaluate and maintain the children’s collections and make recommendations for collection development based on community needs, usage levels, and relevance of materials. Classify and evaluate materials, utilize statistical data and report for collection maintenance, and withdraw items according to library guidelines.
5. Train the public on use of library technologies and library resources; provide instructional technology programming; incorporate relevant technologies into library services and programs.
6. Create attractive, thoughtful and timely displays and encourage use of library materials.
7. Maintain current knowledge of organizational procedures, processes, policies and operations.
8. Provides circulation desk coverage as needed.
9. Provides outstanding and compassionate customer service. Demonstrates a positive attitude and supports library goals and objectives.
10. Respond to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization.
11. Collaborate with the community, providing recreational, educational, and curricular materials.
12. Perform in-depth reference service as needed.
14. Represent the library at community events and in community organizations; maintain positive working relationships with partner organizations.
15. Attends meetings, conferences and education workshops on a regular basis, and as called by the Director or Board.
16. Publicly support the Library Board of Trustees, the Library Director, and library policies and promote a positive image of the library.
17. Act in absence of Director, responsible for solving problems as appropriate; explain and enforce library policies and procedures
18. Perform additional duties as assigned by the Library Director.