



## **TOWN OF LENOX**

6 Walker Street, Lenox, MA 01240  
www.townoflenox.com

### **POSITION OPENING: Youth Librarian**

The Town of Lenox seeks qualified, creative, and intrinsically motivated candidates for the position of Youth Librarian with the Lenox Library. This is a full-time position.

### **JOB SUMMARY**

Oversees all aspects of youth services, fostering a love of reading and learning for library users age 0 to 18, their families, and caregivers through engaging programs, collections, and services. The Youth Librarian also forges connections in the community by creating a welcoming and safe environment in the youth department and conducting successful outreach. Works cooperatively with other staff members to provide quality customer service to all Library patrons.

### **SUPERVISION**

Serves under the supervision of the Library Director. Performs a variety of duties requiring self initiative and the exercise of considerable judgment. May act as "person in charge" in the absence of the Library Director. Oversees the Youth Assistant(s) and coordinates youth department volunteers.

### **MAJOR DUTIES (essential job functions)**

- Responsible for budgeting, evaluation, selection, purchasing, cataloging, and de-accessioning of youth collections, including print, non-print, and electronic information sources.
- Plans, organizes, promotes, and evaluates youth programs and maintains statistical data related thereto. Contributes to effective grant applications for funding of youth activities.
- Provides information, reference, readers' advisory, and research assistance to Library users, particularly children, teens, families, and caregivers, in a positive, courteous, and professional manner. Prepares instructional materials on Library use and resources in the Youth Department.
- Maintains an inviting and safe space in the Library for children, teens, families, and caregivers.
- Contributes to the development and updating of the Library's website and social media accounts.
- Performs outreach to schools and partners with other organizations serving youth within the town and surrounding area.
- Attends continuing education workshops and other opportunities to enhance skills relevant to this position.
- Performs all circulation and other functions in support of general library operations.
- Performs other related duties as assigned.

### **WORK ENVIRONMENT**

Shared office, desk, and work area setting; frequent interaction with the public. Operates standard library/office equipment.

### **PHYSICAL REQUIREMENTS**

Typical office environment and duties do not require much physical strength. However, occasionally, ability to lift library materials weighing up to 30 pounds and push fully loaded book carts is required. Must have high energy level to greet the public and manage frequent interruptions. Frequent movement between work desk and public areas is required.

### **POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position. General days and hours of work are approximately 8:30 a.m. to 5:00 p.m. Tuesday through Saturday, with the exception of one evening shift (10:30 a.m. to 7:00 p.m.) per week. Occasional work meetings outside these hours may occur.

December 3, 2024

## **RECOMMENDED MINIMUM QUALIFICATIONS**

- Masters in Library and Information Science from an accredited institution or degree in progress required. Candidates with a Masters in Education or closely related field and relevant experience that enables performance of all aspects of the position also are encouraged to apply.
- Experience in youth library services and extensive knowledge of children's and young adult literature.
- Understanding of child development and comfort and ability to engage with youth of all ages, their families, and caregivers.
- Demonstrated ability to design and provide diverse programs and activities that help young people develop their creativity, interests, and talents.
- Demonstrated ability to appropriately delegate responsibility, constructively supervise staff, and effectively cultivate collaboration.
- Demonstrated ability and willingness to work as a productive and positive member of a team, assume responsibility for and carry out assignments independently, and receive and incorporate feedback.
- Demonstrated ability to interact with the public, fellow town employees, local partners, organizations, and other staff with appropriate understanding, empathy, assertiveness, and tact as the situation requires.
- Demonstrated computer and Internet literacy, excellent oral and written communication skills, and strong attention to detail.

Interested applicants should send a cover letter, resume, and three references to Katherine O'Neil, Director, Lenox Library, at [koneil@lenoxlib.org](mailto:koneil@lenoxlib.org). The position is open until filled and review of applications will begin January 2, 2025.