

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Youth Services Librarian

Department/Appointing Authority: Library/Library Director

Date: 9/6/2025

Originator: Lee Ann Amend

Personnel Board Use Only

Classification _____

Effective Date of Classification _____

Classification Authority: ☐ Personnel Board; ☐ Collective Bargaining

1. Summary Description

This position collaborates with the Youth Department Heads to design and deliver a wide range of services for youth of all ages. This position is responsible to the Head of Youth Services for Teens/Tweens, and overall responsible to the Library Director. The candidate will provide collection development, outreach, programming, and other duties as required.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides reference and readers' advisory services for youth, parents, and caregivers at both youth service desks, including instruction on makerspace technology and other library resources.
- Presents at least 2 programs per month for children primarily in grades 3-5, including book clubs, reading challenges, crafts, and STEM.
- Chooses and purchases primarily middle-grade fiction for the collection, utilizing best collection development practices.
- Designs thematic displays for the children's room and young adult area.

- Creates passive programming experiences for children and teens.
- Supervises tween and teen volunteers in the absence of the senior youth service librarians.
- Cooperates with other departments to plan and develop initiatives that further the goals of the library.
- Creates marketing materials, social media posts, and other visual media using Canva or other appropriate graphic design tools.
- Assists with the planning and execution of the annual summer reading program for grades K-5.
- Collects and analyzes statistics relating to circulation and programming.
- Utilizes the maker space, including the 3D printer, to teach STEM concepts to primarily upper elementary students.
- Conducts outreach by representing the library at community events and programs.
- Stays current with youth literature, library trends, and professional development opportunities.

Responds to specific requests for school visits; advises teachers and/or group leaders on age-appropriate materials, programs, and/or projects.

Researches and writes grant proposals.

Maintains confidentiality of patron records and information.

Operates computers and other office technology. Maintains control over youth as needed to provide a safe and comfortable environment for all.

Regularly interacts with children, caregivers, patrons, staff, vendors, organizations, and agencies, and must communicate complex information clearly.

3. Supervision

When Youth Department Heads or other supervisory staff are not on duty, this individual will be in charge of the Youth Services Department. Supervises volunteers when needed.

4. Reporting Structure

Works under the direction of the Head of Youth Services for Children and for Teens/Tweens, and overall direction of the Library Director.–Work requires substantial individual initiative and judgment; meets regularly with the Youth Services Department Heads to review plans, programs, problems, initiatives, and outcomes.

5. Physical Environment

Work is performed in a public library setting and may be loud due to children's activities. Must be able to lift up to 40 lbs., bend, stretch, squat, or sit on the floor to interact with children. Requires normal hearing, speech, and vision. Additional physical activity may be disclosed during the interview.

6. Education/Basic Knowledge

An MLS (Master's degree in Library Science) from an American Library Association-accredited college/university is required. Coursework in children's, middle school, and young adult literature, library programming, and development preferred.

7. Experience

Preferred: experience working with children and teens in a public library or educational setting. Strong communication skills and ability to multitask and work independently in a busy environment are essential.

The Town of Sharon is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.