

Pope Memorial Library  
121 Park Street  
Danville, VT 05828

Job Description – Youth Services Librarian – Overview  
Pope Memorial Library, Danville, VT

**Position Summary**

Part time position, 16 – 20 hours per week

Under the general supervision and direction of the Library Director, oversees all youth services.

Hourly rate dependent on qualifications and experience.

**Examples of Duties**

- ⤴ Under direction of the Library Director is responsible for the development of the youth and young adult collections.
- ⤴ Keeps youth areas and collections neat, clean and organized.
- ⤴ Keeps displays current, highlighting special collections, such as awards, holidays, and other relevant themes.
- ⤴ Plans and executes children's programs. Cleans up and reorganizes program space.
- ⤴ Provides community outreach.
- ⤴ Develops grant proposals relating to youth services and may serve as project manager for selected grants.
- ⤴ Provides direct service at the front desk, including circulation, reference and reader's advisory services.
- ⤴ Attends workshops, continuing education programs, library conferences and other professional training opportunities.
- ⤴ Promotes library services and programs.
- ⤴ Performs other related duties as assigned.
- ⤴ Willing to work a minimum of two Saturday mornings a month.

**Minimum Qualifications**

**Education and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree or a willingness to work toward an equivalent degree or VT library certification.
- Children's library experience is preferred.
- Alternatively, an equivalent combination of education and experience which provides the required knowledge and abilities.

**Necessary Knowledge, Skills and Abilities**

- Substantial knowledge of the principles and practices of library science including reference techniques, collection development, reader's advisement, cataloging and classification, and online services.
- Creativity, energy and enjoyment of youth and the general public.
- Continuing knowledge of current trends and developments in the library field.
- Thorough knowledge of general and library computer, online, and network applications.
- Exceptional customer relations skills.
- Ability to plan, organize, and perform work assignments with initiative and judgment, independently or with minimal supervision.
- Ability to establish and maintain effective and productive working relationships with co-workers and the public.

For further information please contact Shara McCaffrey, Library Director at (802) 684-2256 or [popememoriallibrary@yahoo.com](mailto:popememoriallibrary@yahoo.com).