

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, 15 hours per week, up to 18 during Summer Reading months.  
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 one Saturday morning 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).