

Youth Services Librarian

Hoag Library

Albion, NY

The Hoag Library is searching for an enthusiastic, energetic person to lead the youth services department of the Hoag Library. The youth services librarian is responsible for the design and operation of the Helen Rice Blissett Children's Library as well as the Teen Library. The employee greets and interacts with children of all ages and their caregivers to promote the love of reading and learning as well as an appreciation of libraries. This position will answer to the Library Director.

Duties and Responsibilities:

- Select materials for, maintain and promote collections from birth to twelve years of age, including the Books from Birth program and book vending machine.
- Work with other staff on selecting materials for the young adult collection
- Select and maintain a collection of parenting materials
- Place orders for books, DVDs, books on CD, and other materials within the budget constraints provided by the Library Director, and prepare materials for circulation upon delivery
- Plan, implement and evaluate programs for children i.e.: story hours, outreach programs, tours, arts and crafts programs, and guest programs such as zoo visits.
- Work with other staff librarians to develop, implement, and evaluate programs for young adults
- Design promotional materials for children's programs
- Assist other librarians with promoting children's activities on Hoag website and social media
- Write news releases to advertise youth programs and provide them to news outlets
- Create displays that will entice children and young adults to read and participate in library programs
- Coordinate with local school district to help children/parents locate materials according to current educational guidelines (accelerated reading program, common core, Lexile etc.)
- Work with director and school representatives to promote coordinated programs
- Apply for appropriate grants and/or complete requirements for grants
- Plan for and execute a 6-8 week summer reading program using the NYS Summer Reading Program theme
- Collect and report statistics for monthly and yearly reports for the Library Director
- Evaluate and remove items from the children's collection based on condition of materials and frequency of use and deliver to the Library Director for final evaluation

- Provide desk coverage as needed
- Obtain Food Handler certificate and request food permits from Health Department as needed
- Collect items requested through interlibrary loan and prepare them for delivery to other libraries. Check in interlibrary loan materials when they are returned.
- Perform other duties/tasks as may be required by regulations and policies, or as directed by the Director

Qualifications and Requirements:

- Master's Degree in Library Science from an accredited institution.
- Possession of or eligibility for a New York State Public Librarian's Certificate.
- Day, evening and weekend hours are required (No Sundays).
- Excellent people and customer service skills and the ability to work independently and as part of a team.
- A passion for children's literature and working with children and caregivers is essential.
- Knowledge and proficiency with computer technology is required. Must be adept at providing instruction and/or troubleshooting for patrons in relation to computer hardware, software, or portable devices, especially with library databases and applications.
- Experience with the SirsiDynix circulation system is beneficial.

Compensation and Benefits:

This is a full time position of 40 hours per week.

Salary commensurate with experience.

Benefits include paid holiday, sick, and vacation leave; health insurance and retirement plan.

To Apply:

Please email a cover letter and resume to:

Betty Sue Miller
Library Director
Hoag Library
134 South Main St.
Albion, NY 14411
bmiller@nioga.org

Application deadline is August 5, 2022

Only candidates selected for an interview will be contacted.