

Job Summary

The Old Lyme Phoebe Griffin Noyes Library is looking for a dynamic Children's Librarian to make a meaningful impact on the lives of the youngest members of our community. The Children's Librarian will sustain and grow our wide array of youth programming, services, and collections— always with a mind toward expanding access and inclusivity. Successful candidates must be dedicated to inspiring youth and families to explore the world of literature, imagination, and learning.

Essential Job Functions

- Develops and maintains diverse collections for children through age 12.
- Develops and maintains parenting resources to foster the development of healthy children and families with strong early literacy skills.
- Creates and maintains an inclusive and imaginative space for children to explore and learn.
- Plans, develops, and executes a diverse array of children's events, programs, and educational opportunities; may lead discussion groups and/or provide group instruction.
- Provides reference, technology, and reader's advisory assistance to patrons of all ages in person, over the telephone, or via email using the library's collections and electronic resources; provides referrals to other libraries and organizations. Assists patrons in the use of all library resources.
- Sustains and further develops partnerships with local schools and youth-related community groups. Coordinates with local schools to promote the library's resources and summer programs for children. Collaborates with other staff to represent the library at community-wide events and initiatives.
- Prepares publicity for print and traditional and social media sources to promote children's services and activities in coordination with other staff. Maintains displays and print communication within the Children's Room.
- Provides written reports and data and assists the Director with policy development as it relates to children's services.
- Participates in staff meetings and local and regional library meetings. Pursues professional development opportunities to stay current with new developments in library services to children.
- Implements all service policies and procedures.
- Works on special projects and other duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge and understanding of public library philosophy, services, and programs—especially children's services—including current technologies and trends.
- Knowledge and understanding of child and adolescent development.
- Excellent interpersonal and communication skills; ability to foster a positive environment among library staff, volunteers, and patrons.
- Ability to work with people of all ages—including young children, teens, and adults.
- Ability to plan, organize, and coordinate time sensitive events and resources.
- Ability to work independently and in a team environment.
- Ability to handle multiple projects and deadlines.
- Willingness to teach and learn new ways of doing things, including new technologies.

- Proven record of providing a high level of customer service.
- Strong commitment to public service and the ability to adhere to the [ALA Library Code of Ethics](#)
- Ability to understand, interpret, and implement library policies, procedures, and rules.
- Proficiency in desktop applications including MS Office and/or other graphic design programs and website software, and social media tools.
- Skilled at using online databases and electronic resources. Experience with integrated library systems preferred.
- Ability to adapt to changing needs and resources and manage multiple responsibilities.
- Ability to maintain patron confidentiality.

Supervision

- The Children's Librarian is directly responsible to the Director.
- The Children's Librarian may supervise Library Assistants and Volunteers.

Physical Qualifications

Accommodations: Please note that reasonable accommodations may be made to enable qualified individuals with differing physical abilities to perform the essential functions of this position.

- Ability to perform duties in a busy office environment subject to continuous interruptions and background noises.
- Must be able to carry up to 20 lbs. and push/pull a loaded book cart weighing up to 200 lbs.
- Must be able to bend and stretch to reach low and high shelves.
- Must be able to stand for up to 3 hours.
- Vision and hearing at or correctable to "normal ranges."

Education/Experience Requirements

Master's degree in Library Studies/Science from an ALA accredited school or other related field. MLS candidates with commensurate experience will be considered. Prior experience working in libraries and/or with youth preferred. Successful candidates must demonstrate practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools.

Schedule, Compensation, & Benefits

Full-time, 35 hours per week, including evening and weekend hours. Starting salary \$53,500 plus benefits.

To Apply

Email a cover letter and resume to Director Katie Huffman at khuffman@oldlymelibrary.org by Friday, September 11, 5pm.

Disclaimer: *Nothing in this job description restricts the Old Lyme Phoebe Griffin Noyes Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. The Old Lyme Phoebe Griffin Noyes Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, gender identity or expression, disability, or other protected status under state and federal laws.*