



YOUTH SERVICES LIBRARIAN WOBURN PUBLIC LIBRARY

Full-time Job Opportunity – now hiring

ABOUT WOBURN PUBLIC LIBRARY

The Woburn Public Library is a national historic landmark built in 1879, boasting a 30,500 square-foot addition, elegantly augmenting the original Richardson building and modern technology.

The Children's Library is a 6,000 square foot beautiful, enclosed space where the puzzle pieces of children's intellectual, social, and emotional development connect through exploration and imagination, for children from infancy through sixth grade. The Children's Department recently received a significant grant to expand services and resources providing the Youth Services Librarian a significant opportunity for creativity.

ABOUT THE ROLE

The Woburn Public Library is seeking an energetic professional with a combination of compassion and kindness, technological savvy, and significant leadership skills, including the ability to work effectively with the management team as well as supervise a team of five.

The Youth Services Librarian is an important leadership position in the Library working under the general supervision of, and in collaboration with, the Library Director and Assistant Director. Someone who can leap from the building blocks of literacy onto the STEAM train in a single bound, flexibility, organization, and a sense of adventure are necessary qualities in the Youth Services Librarian. The successful applicant will work within the framework of Library policies and practices to provide services to a **diverse** population, and will apply professional knowledge of literature, bibliographic sources, and services with an emphasis on children.

CORE RESPONSIBILITIES

- Assists in the development, planning and implementation of the Library's program of service to children and their families through personal consultations, reference, readers' advisory services, and outreach programs
- Leads the Children's Department team in the development of interactive community relationships and in the implementation of activities to stimulate use of the Library's resources through schools and other agencies that serve children and their families
- Plans and conducts comprehensive programming for toddlers, preschoolers, and school age children such as story times, book talks, craft programs, multicultural programs, book discussions and summer reading programs
- Provides instruction to increase patrons' skills in the use of print and electronic resources

- Manages, as delegated, program funds assigned to children's services
- Participates in the development of the children's book collection and manages the appropriate materials budget
- Compilation of annotated lists and bibliographies involving book and non-book materials
- Responsible for written reports and oral presentations on children's activities
- Provides leadership and mentorship to the Teen Librarian
- May serve as Librarian-in-Charge in the absence of the Director and Assistant Director
- Assists the Library Director in the development of library goals and objectives; keeps up-to-date on current professional literature relating to children's development; attends professional/network meetings as applicable; encourages staff under their supervision to engage in professional development

QUALIFICATIONS AND SKILLS

- MLS from an ALA accredited institution
- Three to five years' experience in youth services including supervisory experience
- Strong written, oral and interpersonal communication skills
- Solution-oriented mindset
- Strong time management, prioritization, and ability to effectively delegate
- Able to work collaboratively with the entire library team

BONUS SKILLS

- **Bilingual (Spanish or Portuguese preferred)**
- **Experience working with immigrant populations**

SALARY

\$61,769.74-\$75,886.97, commensurate with experience. Full benefits package available. This is a union position.

CLOSING DATE

Open until filled

TO APPLY

Please submit via email a cover letter, resume, and three professional references (in a single PDF document) to Shawna Healey, Human Resources Director, shealey@cityofwoburn.com.

The City of Woburn is an inclusive employer and welcomes ALL candidates regardless of age, race, ethnicity, disability, religion, sex, gender, sexual orientation, or gender identity.