

The Southwest Harbor Public Library is seeking a Full Time Children's Librarian
Position Title: Children's Librarian
Reports to: Library Director
Classification: Full time, exempt, 40 hours per week

Summary: The Children's Librarian is responsible for creating and managing programs and events for children and families, including weekly storytimes, special programs, and outreach with local schools, non-profits, and businesses. The position also helps train children's services assistants. The primary goal is to inspire a lifelong love of reading and foster intellectual curiosity in young patrons, using early literacy tools and supporting the library's mission. The Children's Librarian is a year-round, full-time, position that has overall responsibility for implementing outstanding youth services. Occasional weekend shifts and evenings are required. The summer season is particularly busy due to the influx of visitors, and in addition, the Children's Librarian leads the library's robust summer reading program for children and youth ages 0-18.

Primary duties:

- Programs: plans, implements and evaluates youth programs under supervision and approval of the Director. These include storytimes, leading the summer reading program, outreach, and special programs for youth and families.
- Collection development: selects, orders and acquires various formats of library materials for the youth collections within the budgets set by the Library Director and Library Board; evaluates and assesses the collections effectiveness, relevancy, & materials.
- Outreach: creates and maintains relationships with local organizations; promotes and maintains a positive working relationship with other community organizations to further the goals and missions of the library.
- Youth Spaces: assists in keeping the areas organized, updated, and accessible, and assists patrons and families in utilizing the library and its resources.
- Readers' Advisory: Is available to help patrons access the collections.
- Public Relations: communicates programs with the Director of Technology & Communication to ensure they are publicized accordingly.
- Planning and evaluation: communicates budget needs to the Director in advance. Participates in planning initiatives as requested.
- Circulation support in both the children's room at the circulation desk, with some regularly scheduled shifts.
- Supervises: part time staff that assist in children's programs and coordinates volunteer support.

Additional duties:

- Staff Development: takes advantage of appropriate training opportunities.
- Other tasks: As employees of a small library, Southwest Harbor Library staff is required to perform additional duties on a regular basis and to cover for each other's absences.

Skills Required:

- Technology & computer competency with the ability to learn new applications

- Knowledge and skill in children's literature
- Experience in working with youth & a drive for creativity
- A self-starter, leadership & organizational skills
- Positive support/service attitude and interpersonal skills. Effective communication in person, in writing, and on the phone
- Flexibility in moving from one task to another and ability to prioritize tasks
- Maintain strict patron confidentiality, knowledge of ethics as applicable to library service, familiarity with ALA Code of Ethics, Library Bill of Rights and Freedom to Read Statements

Education and Experience:

College degree, MLIS, and advanced degrees preferred.

Experience as Children's Librarian or with children's programming; knowledge of childhood development.

Benefits

This exempt 40 hours a week position comes with a \$50,000-\$55,000 salary range, commensurate with experience, and a full benefits package including health insurance, paid discretionary time off, retirement, and more.

To apply please submit:

- Resume
- Cover letter
- Contact information for three professional references
to: Erich Reed, Director ereed@swhplibrary.org

Review of applicants will begin immediately and will continue until the position is filled.

Applicants received by January 31st, 2025 will receive first consideration.

About SWHPL

The Southwest Harbor Public Library is a 501(c)3 public library that employs a staff equivalent to 6 full-time employees, serves 4,300 patrons, is open 47 hours weekly, and lends from a collection of 42,000 items and expansive digital offerings. The library is a busy community hub, in recent years recording over 60,000 annual visits.

The Southwest Harbor Public Library is an equal opportunity employer and its management intends to fulfill, to the letter of the law, all provisions under federal, state, and local employment regulations which prohibit discrimination with respect to employment.