

# New Canaan Library- Children's Librarian Full time

## NEW CANAAN LIBRARY MISSION

To inspire lifelong learning through innovation and discovery. To be the information and cultural center of the community.

## OUR VALUES

- Commitment
- Service
- Excellence

This is a permanent, full time position (35 hours/week) including some nights and weekends, serving the youth (0-12) of our community. The position is responsible for the planning, delivery and evaluation of programs and services for babies through age twelve. The position reports to the Manager of Services to Families and is a member of the Family Services Team.

## Key Functional relationships

### Internal

- Manager of Children's Services
- Senior leadership team
- Children's & Teen Librarians
- Other Library Teams

### External

- Children
- Caregivers and families
- Educators

## JOB DESCRIPTION

### Deliverables

- Plans and performs a variety of library programs including Storytimes and after-school programs for children birth through age 12 and their caregivers
- Actively participates in Family Services special projects
- Develops and maintains clear documentation for all programs and services
- Promotes programs and services through all relevant channels
- Consistently provide exceptional service at both the Children's and Adults Information Desks
- Collaborates with all other departments to ensure seamless and excellent service to our community

- Participates in the collection development of print and digital materials for children from birth to age twelve
- Assist in outreach outside the library
- Other duties as assigned

### **Accountabilities**

- Participation in collection development for new materials in all formats
- Continually plan and organize material displays for easy patron access
- Responsible for keeping up-to-date with new materials and trends in youth services
- Serve on library committees or projects as needed
- Maintain clear documentation for all programs and services

### **Skills & Attributes**

- Empathetic with a genuine affinity for youth
- Enjoys working with children of all ages & stages and their caregivers
- Deep, broad knowledge of children's literature
- Focused on excellent customer experiences for youth and adults in the library environment (physical and virtual)
- Excellent and effective instruction and communications skills
- Self-starter who takes initiative, and has the ability to creatively spark ideas and solve problems
- Confident and capable user of digital resources and technologies
- Agile, able to adapt easily to a changing environment and work on multiple projects simultaneously
- Personal and professional commitment to ongoing professional development and expertise in youth librarianship including currency & trends on youth services in libraries
- Both participates in and leads in-house professional development with colleagues

### **Competencies**

- Focus on positive user experience
- Innovation in development of services and programs
- Continuous improvement: monitoring and evaluation of relevant collections, services, and programs. Use of evidence-based decision making
- Professional demeanour
- Knowledge of the developmental needs of children at various ages, and corresponding library services and materials
- Advocate for youth
- Communication, marketing, and outreach skills
- Knowledge of current library trends, specifically within children's services.
- Knowledge of materials in print and digital formats as well as knowledge of current publishing trends and popular authors
- Ability to be highly collaborative, and coordinate programming for birth to twelve with peers and outside performers.

## Qualifications and Experience

1. Master's Degree in Library Information Science from an ALA accredited university required with concentration in youth services preferred (can be in last semester)
2. Previous experience working with children
3. Proficiency with new and emerging technologies,
4. Knowledge of design software highly desirable.

## SALARY

- Starting Salary \$51,300

## REQUIREMENTS

- 35 hours/ week including some nights and weekends
- 2-4 hours on the Children's Information Desk per workday

Interested applicants should send a cover letter and resume to Marie Aspinwall (she/her), Manager of Family Services, [maspinwall@newcanaanlibrary.org](mailto:maspinwall@newcanaanlibrary.org) by 15 October, 2020