



Blackstone Public Library

86 Main Street

Blackstone, Massachusetts 01504

Tel. (508) 883-1931 Fax (508) 883-1531

Institution: *Blackstone Public Library*

Position: *Young Adult Librarian*

The Blackstone Public Library is seeking candidates for the position of a part-time Young Adult Librarian. This is a 16 hour per week, non-union, paraprofessional position. The ideal candidate will possess excellent interpersonal, communication, and customer service skills, and experience in working with ages 11-17.

Salary: \$16.00 per hour

Description:

The Young Adult Librarian is in charge of the daily operation and programming for middle and high school age patrons ages 11-17. The Young Adult Librarian is responsible for planning, organizing, and directing the overall operations of services and collections for middle and high school age patrons of the Blackstone Public Library. The Young Adult Librarian works closely with the Children's Librarian, who serves children through age 10, to offer innovative, popular, flexible and creative programming to the children of the community. The Young Adult Librarian is under the direct supervision of the Library Director. This position requires flexible working hours, which must include Mondays, Tuesdays, and Thursdays from 2-8 pm when school is in session, daytime hours during school vacations, and Friday and Saturday hours are required and alternate bi-weekly.

Duties:

The Young Adult Librarian maintains an active and innovative collection and programs for middle and high school age patrons. The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists middle and high school age patrons in the use of the library and its resources
- Assists parents of middle and high school age patrons in selecting appropriate materials
- Develops and maintains the middle and high school patron area, including budgeting, purchasing, programming, and collection development
- Development of an active and innovative program for middle and high school age patrons
- Maintains a pleasant, inviting middle and high school age area
- Selection and review of all middle and high school age materials, including books, periodicals, audio-visual and multi-media and other non-print formats
- Processes and catalogues above items
- Maintains the middle and high school age collection by regular examination and periodic weeding
- Schedules, plans, organizes, implements and evaluates middle and high school age programs, including but not limited to after school programs, clubs, etc.
- Contacts and schedules skilled performers to present special programming

- Identifies outside sources of funding and writes effective grant applications
- Schedules, plans, organizes, implements and conducts Summer Reading Program in coordination with Children's Librarian and Library Director
- Coordinates volunteers assigned to the middle and high school age area
- Maintains contact with local schools and community agencies
- Cooperates as team staff member with all staff in assisting in other departments, as necessary
- Conducts library tours for middle and high schools
- Attends meetings and workshops, serve on councils, committees and boards, as appropriate
- Attends Basic Library Techniques classes
- Maintains school generated Summer Reading Lists
- Conducts outreach at the middle and high schools
- Maintains appropriate pages of the library website, and other library social media
- Writes press releases for local newspapers
- Prepares statistical information for the Library Director regarding middle and high school age materials and programs
- Assists library patrons with use of electronic sources in the middle and high school age area
- Advises Library Director regarding technology needs in the middle and high school age area
- Assists in adult reference and circulation departments on a regular, scheduled basis.
- Other duties, as assigned

Qualifications:

This candidate must have enthusiasm for preparing and performing programming for children from ages 11 to 17. He/she must have knowledge of current best practices/services for middle and high school age patrons, the ability to prepare and track a budget, write and administer grants, set priorities and make decisions for changing programming and collections; desire to perform outreach to all middle and high school age patrons in the Blackstone area; and effectively transmit information to the public.

Education:

Bachelor's Degree preferred. Equivalent education and/or experience will be considered.

Requirements:

Must pass a CORI and physical examination

Must be 18 years of age

How to apply:

Send resume to Lisa Cheever, Library Director at the Blackstone Public Library, 86 Main Street, Blackstone, MA 01504 or email your resume to lcheever@cwmars.org. Please make sure to put a subject line in the email, or it will be deleted.

Closing date: October 14, 2017