



Harvard Diggins Library Youth Services Librarian

The Harvard Diggins Library is seeking an energetic Youth Librarian to provide programming and readers advisory to the Library's youngest patrons. Responsibilities include planning, promoting and implementing programs for youth, promoting literacy through book recommendations, creating eye-catching displays, and outreach within the community, particularly at local schools. Applications are now being accepted and are available at the Circulation Desk or on the Library website at www.harvard-diggins.org under 'About Us' and 'Employment'. Position responsibilities are outlined below. Interested candidates should send resume and completed application to posnhdpl@harvard-diggins.org.

Hours and Rate of Pay

Part-time, twenty-four (24) hours per week, including days, evenings and Saturdays. Additional hours may be available as needed. Salary is \$18 per hour. Benefits include paid time off and IMRF participation.

Reporting Relationships

Reports to the Library Director

Youth Services Librarian Duties

Duties include the following:

- Plan and implement programs for children and teens.
- Create posters, flyers, and displays to market programs and materials to youth.
- Participate in community outreach opportunities, particularly at local schools.
- Maintain familiarity with youth literature to provide readers advisory service.
- Provide friendly, courteous service to all patrons regarding use of library materials, services, and equipment.
- Staff the circulation desk in a rotation with other library staff.
- Perform other library tasks as assigned.

Desired Knowledge, Skills and Abilities

College degree is preferred. Must have experience working with youth of all ages. Prior library experience is a plus. Bilingual in English and Spanish is preferred. Technology skills include familiarity with Microsoft Office, Canva, and social media. Ability to communicate effectively and courteously; work as a team member, and have a desire to provide high-quality customer service to all library visitors.