

# GRUNDY LIBRARY

The Margaret R. Grundy Memorial Library

Dana Barber · Library Director

## Position Available: Youth Services Librarian

The Margaret R. Grundy Memorial Library invites applications for Youth Services Librarian, a full-time position with benefits.

Margaret R. Grundy Memorial Library is an award-winning library serving Bristol Borough and surrounding areas. Our mission is Opening doors, inspiring minds, connecting community. We achieve this through outstanding and personalized customer service, high quality programming, free and open access to technologies and the internet, specialized services to support research in the areas of local history, nonprofits and grantseeking, and active community outreach. For more information about the Margaret R. Grundy Memorial Library, visit our website at <http://www.grundylibrary.org>.

**Primary duties:** Reporting to the Community Services Manager, the Youth Services Librarian designs and delivers literacy-based programs for children of all ages in library and outreach locations. Typical programming areas would include early literacy and emergent reader programs for babies, toddlers, preschool children and caregivers and literacy and STEM learning for young children and their caregivers as well as school-age children and their families. Identify, select, and order materials to support programming. Schedule program sessions and identify, evaluate and assess program outcomes and related community needs. Design and create marketing materials to highlight programs and services. Review, select, and order youth collection materials in assigned areas.

**Other duties:** As a member of the Community Services department, the Youth Services Librarian responsibilities also include circulation, reference, collection development, outreach, and instruction. Provide friendly professional customer service as it relates to information/reference, reader's advisory, and related information services to all ages. Assist the public with the access and use of print and online resources, computers, mobile devices, and other technologies. Prepare informational, instructional, and promotional materials. Assist with maintenance of library collection in all formats; conduct online reference services; instruct the public on use of library services and information sources; conduct tours and make presentations to groups at both the Library and the adjacent Grundy Museum (late-Victorian house museum), enforce Library, Museum, and Foundation policies; perform other related duties assigned.

### Required Qualifications:

ALA-accredited Master's Degree in library or information sciences, or a Bachelor of Arts in Early Childhood Development or Education;

Minimum of two years working with children in a library, classroom, or preschool setting;

Extensive knowledge of children's literature and media;

Knowledge of best in library services to youth;

Knowledge of standard reference sources in various formats;

Knowledge of current and classic reading materials for adults and teens;

Knowledge of principles and practices of reference and reader's advisory services;

Knowledge of the principles and practices of collection development and maintenance;

Familiarity with online search strategies;

Experience with public services and a commitment to excellent customer service;

Fluency with personal computers and software, mobile devices, online databases, and integrated library systems (ILS);

Good stamina and ability to stand on feet and walk most of the day;

Ability to kneel, bend, stoop, and reach repeatedly and to easily operate computer keyboards and other accessories;

Ability to lift and carry library material weighing 30 lbs. and push book carts weighing 125 lbs.

Must have current driver's license, insurance, and own transportation or ability to travel among outreach sites

**Preferred Qualifications:**

Knowledge of Pennsylvania Learning Standards for Early Childhood;  
Knowledge of Pennsylvania Core Standards;  
Experience in a public library setting;  
Experience with desktop design and Microsoft Publisher;  
Experience with SirsiDynix;  
Experience with Power Library databases;  
Ability to understand, speak, and write Spanish.

**Skills Needed:** Creative, outgoing, self-motivated and proactive; makes decisions based on good business practices and library philosophy; excellent written, oral and interpersonal communication skills; warm, approachable, and outgoing personality; tact, courtesy, and flexibility; initiative; commitment to public service. Strong technology skills, especially with computers and mobile devices, extensive experience with Windows operating systems, Microsoft Office, and online searching. Ability to adapt to a changing work environment.

**Hours and Compensation:** 40 hours per week including evenings and weekends. Compensation dependent on education and experience.

**Application:**

Please submit current resume, three references, and letter of introduction to Dana Barber, Library Director, Margaret R. Grundy Memorial Library, 680 Radcliffe Street, Bristol, PA 19007 or email them to [db@grundylibrary.org](mailto:db@grundylibrary.org). Review of applications will begin immediately. Open until filled.