

Children's Librarian - FT

The E.C. Scranton Memorial Library in Madison, CT has an opening for a full-time Children's Librarian. The Children's Department provides children and caregivers with a quality collection of materials, expert help locating materials for both recreational and informational needs, and programs to encourage a love of reading, learning, and exploring the world around them.

The successful candidate for this position will be flexible and creative; has excellent oral and written communication and interpersonal skills; a love of books and reading; and experience working with children ages birth-grade 6 and their caregivers. This position reports to the Head of Children's Services.

The Scranton Library recently finished a complete renovation and expansion project, updating our historic facility with the latest in technology. The library is located in Madison's picturesque town center less than a mile from East Wharf beach and just steps from coffeeshops, restaurants, shops, and more. Come join our Children's team for an exciting new chapter!

Essential Job Functions:

- Provides service to the public on the floor and at various service points including the children's desk, in public computer areas, and on the telephone
- Assists patrons with computers, online databases, and internet searching
- Develops and maintains sections within the children's collection including selection of materials, weeding, creating displays, and general upkeep
- Develops and implements high quality programs for children birth - grade 6 and their caregivers
- Works with community partners to develop and implement outreach programs
- Performs opening and closing procedures in the children's room at the beginning and end of the workday
- Assists with circulation duties as needed
- Supervises teen volunteers as needed

Qualifications:

- A Master's Degree in Library Science from an accredited college or university (students nearing completion are encouraged to apply)
- Proven track record of providing outstanding customer service to a wide range of ages and abilities
- Extensive knowledge of the needs and abilities of children as well as the current trends in library service for children
- Extensive knowledge of children's literature
- Ability to deal pleasantly and effectively with the public, including upset patrons
- Proficiency in a wide variety of software and hardware, including MS Word, Excel, PowerPoint, PC and Apple platforms, Canva, electronic resources, library automation systems, social media, and Google apps

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, lead programs and meetings, and operate office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Hours:

35 hours per week including one evening a week and approximately one Saturday a month

Benefits & Compensation

- Annual salary is \$52,780, paid biweekly
- 36 days of annual paid time off includes holidays, vacation, personal, and sick time
- Medical and dental insurance, short- and long-term disability, and life insurance
- 401k retirement plan
- Benefits prorated based on start date

Reports to: Head of Children's Services

Employment Status: Full-time exempt

To apply: Send a meaningful cover letter, resume, and contact information for three references to scrantonlibraryhr@scrantonlibrary.org on or before July 1st, 2022.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.