

Murrysville Community Library
4130 Sardis Road
Murrysville, PA 15668

Available Position Title: Youth Services Librarian

Employer: Murrysville Community Library (MCL)

Reports to: Executive Director

Location: Murrysville, PA

Hours: This is a salaried (exempt), full-time position (40 hours-a-week); some weekend and evening hours will be required.

Salary: \$36,000-\$49,000 commensurate with experience

Benefits: The Murrysville Community Library offers paid health insurance, paid vacation, and sick leave to its full-time employees.

The Murrysville Community Library, a suburban library 18 miles east of Pittsburgh, serves a population of 28,000 in Murrysville, Export and Washington Twp. It is a member of the Westmoreland County Federated Library System, an alliance of 26 member libraries serving the residents of Westmoreland County. MCL supports a very active programming schedule, including but not limited to: a robust Summer Reading Program, year-round storytimes and children's programs, an annual Jingles 'n Gingerbread holiday gathering, Dog Reading Pals, Teen Advisory Board, among many other programs. Murrysville Community Library is also the founding home of Storytime STEM-packs™.

Job Summary: The Youth Services Librarian will provide library services to the community's youth, including reference, reader's advisory, programming, outreach, public relations, and collection development; monitor and evaluate services to youth; promote and publicize youth service programs in the schools and around the community.

The ideal candidate will be a forward-thinking, compassionate and engaging individual who enjoys working with children and young adults and excels at building a rapport with parents, teachers and caregivers. They should have a strong interest in continuing to expand programming and supporting the current STEM emphasis. They should have an ability to adapt to changes and a willingness to explore new ideas/programming trends.

The candidate should possess the following attributes:

- **Knowledge of:** developmental, recreational and educational needs of children and young adults, current trends in youth library services, standard library procedures,

current information technology, best practices in youth services including guidelines and standards published by ALA, ALSC, YALSA and other recognized organizations, best practices in community assessment and engagement, and effective practices in evaluation and outcome measurement.

- **Skill in:** program development and evaluation, budget management, developing and maintaining local partnerships, and public speaking.
- **Ability to:** be courteous and tactful with the general public; communicate effectively verbally and in writing, establish and maintain working relationships with patrons, library staff, key community leaders and organizations, and the general public; and speak distinctly to large groups.
- **Ability to:** work a flexible schedule that includes Saturdays and evenings as needed, travel to youth services meetings and library outreach events, recognize and set priorities, and use initiative and independent judgement in a variety of situations.
- **Ability to:** stand and sit for long periods of time, bend, lift, and carry up to 40lbs, operate a motor vehicle, and hold a valid driver's license. Vaccination to COVID-19 preferred.

Essential Responsibilities:

- **Youth Services:**
 - Develops, implements, evaluates, and promotes programs for children and teens, including pre-school story hours and summer reading programs
 - Maintains a cooperative relationship with local service organizations and businesses, and local public and private schools, working with administrators, librarians, teachers, and students to ensure quality library service for children and teens
 - Serves as the staff advisor for the Teen Advisory Board and posts to the microblog
 - Participates in the evaluation and selection of juvenile and young adult library materials; develops appropriate booklists, bibliographies, and book displays
 - Manages the collection of program and storytelling resources
 - Engages in outreach to schools, daycares and preschools, and other community organizations; develops library activities and programs appropriate for planned community activities
 - Manages the Youth Services budget; pursues and applies for grant money for youth programming
- **Management Activities:**
 - Manages all routine activities in the daily operation of the Youth Services Department
 - Prepares monthly and annual statistic reports as required

- Supervises the Summer Reading Assistant and volunteers assisting with the Youth Services Department
- Keeps Director accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems; reviews policies and procedures and recommends revisions as needed
- **Staff Support:**
 - Assists at the circulation desk as needed
 - Assists patrons with use of the library
 - Maintains a neat and safe work area
 - Performs other duties as requested by the Library Director
- **Continuing Education:**
 - Keeps current on Youth Services trends through professional journals, social media, listservs and networking
 - Attends professional meetings, conferences and workshops to maintain professional growth and development
 - Library employees are mandated reporters; training required every 5 years

Qualifications, Experience, and Training:

- Master of Library and Information Science from an accredited American Library Association (ALA) Institution required
- A minimum of two years progressive experience working in libraries with demonstrated experience with children ages 0-18 years required
- Experience with marketing library materials preferred
- Experience in grant writing preferred

To Apply: Interested candidates should submit the following to Katherine.Neidig@wclibraries.org

- Resume
- Cover Letter
- Three professional references
- Separate program proposals (max 200 words) for each of the following age groups: Pre-K, Grades K-5, Grades 6-12

Applications will be accepted until April 16, 2025. No paper applications will be accepted.

All library positions require the following criminal background and child abuse clearances:

- **Report of criminal history from the Pennsylvania State Police**
- **Child Abuse History Clearance from the Department of Human Services**
- **Fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)**