

GRUNDY LIBRARY

The Margaret R. Grundy Memorial Library

Position Available: Youth Services Librarian (Full-Time)

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

Are you a champion for young readers with a talent for turning curiosity into discovery? Do you see the library as a place for imagination, learning, and connection beyond books? If you're an innovative, forward-thinking librarian who loves engaging with children and families through creative programming, outreach, and hands-on learning, we invite you to bring your passion to our community as our next Youth Services Librarian!

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.

The Grundy Foundation oversees the Grundy Library and the Grundy Museum, providing resources and leadership to empower them to fulfill their missions and to serve as leading hubs of knowledge, culture, and inspiration for the Bristol Borough community, Pennsylvania, and beyond. For more information about the Margaret R. Grundy Memorial Library, visit our website at <http://www.grundylibrary.org>.

Primary responsibilities: Reporting to the Community Services Manager, the Youth Services Librarian designs and delivers literacy-based programs for children of all ages, with a focus on Pre-K through 5th grade, in library and outreach locations. Typical programming areas would include early literacy and emergent reader programs for babies, toddlers, preschool, and elementary aged children and caregivers as well as literacy and STEM learning for preschool and school-age children, their caregivers, and families. Identify, select, and order materials to support programming. Schedule program sessions and identify, evaluate and assess program outcomes and related community needs. As a member of the Community Services department provides friendly professional customer service as it relates to information/reference, reader's advisory, and related information services to all ages. Assists the public with the access and use of print and online resources, computers, mobile devices, and other technologies.

Other duties: Handles a variety of tasks related to circulation, reference, and instruction; assists with maintenance of library collection in all formats as needed; conducts online reference services; instructs the public on use of library services and information sources; prepares informational, instructional, and promotional materials; conducts tours and makes presentations to groups at both the Library and the adjacent Grundy Museum (late-Victorian house museum) as needed; enforces Library, Museum, and Foundation policies; acts as librarian-in-charge in the absence of library managers; performs other related duties as assigned.

Requirements:

- ALA-accredited Master's Degree in Library and Information Science OR Master's in Early Childhood Development or Education;
- Minimum of two years working with children in a library, classroom, or preschool setting;
- Extensive knowledge of popular and classic reading materials and media for young children;
- Knowledge of best practices in library services to youth;

- Knowledge of principles and practices of reference and reader's advisory services;
- Experience with public services and a commitment to excellent customer service;
- Familiarity with online search strategies;
- Fluency with personal computers and software, mobile devices, online databases, and integrated library systems (ILS);
- 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 programs like Canva and Microsoft Publisher;
- Experience with OCLC Wise or other Integrated Library System (ILS);
- 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 and approachable 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 365, and online searching. Ability to adapt to a changing work environment.

All library positions require criminal background and child abuse clearances.

Hours: 40 hours per week including some evenings and weekends.

Compensation: Annual salary range \$48,000-52,000 (dependent on education and experience)

Benefits: Medical, vision and dental for self (80% company paid) with premium copay. 5% additional medical stipend after one year of employment. Generous PTO package (vacation, sick, and personal) beginning at 192 hours per year. Eleven paid holidays. 401K plan with 6% company contribution after one year of employment. Company paid life insurance/AD&D, tuition reimbursement and health advocate representative assistance. *(Benefits subject to change at any time.)*

Application:

Please submit current resume, three work references, and letter of introduction to Megan Marks, Director, Margaret R. Grundy Memorial Library, 680 Radcliffe Street, Bristol, PA 19007 or email them to marksm@grundylibrary.org. Review of applications will begin immediately. Open until filled.