



Position Available Librarian – Children’s Programs & Services

Bedford Hills Free Library has an exciting opening for a Librarian, Children’s Services & Programs. We are looking for a dynamic professional who shares the leadership’s vision for library service for the Town of Bedford, located an hour north of New York City. S/he is responsible for developing and managing the children’s library collection as well as planning and executing creative programs and services for children and families.

DUTIES AND RESPONSIBILITIES

Collection Development and Management

- Develop and manage the children's collection ensuring it is diverse, current, and meets the needs of the community. Collaborate with other librarians on the teen/young adult collection.
- Provide readers’ advisory and reference guiding the use of print, media, and age-appropriate digital resources. Prepare reference materials/content to connect users with library resources.
- Create displays, signage, artwork, and other methods to provide an attractive environment for children.

Programs and Community Engagement

- Plan and implement a robust summer reading program, workshops during school breaks or weekends, book or game clubs, and other programs for children, with a focus on grades K-12.
- Facilitate and/or lead story times, parent workshops, and other early literacy or special programs in collaboration with our early literacy coordinator or outside presenters.
- Actively engage with schools, daycare centers, and community organizations to promote services and programs for children and caregivers.
- Create marketing materials and handle outreach strategies for all children’s programs and services.

Other

- Exude a warm, cheerful, and welcoming demeanor in the children’s room.
- Keep abreast of children’s library trends and opportunities through professional organizations, system meetings, and professional development opportunities.
- Participate in leadership team meetings, prepare plans and budgets; maintain statistics and produce reports about activity.
- Work with patron services, teen team members, and volunteers assigned to provide support.
- Recommend policies and procedures for the Children’s Room and ensure that best practices are carried out in a firm and friendly manner.

QUALIFICATIONS AND REQUIREMENTS

- Knowledge of children’s literature, early literary or child development, library service.
- Experience working in a library, school, or organization serving children and families.
- Proficiency with the Inter-Library System as well as digital resources (e-books, streaming, etc.) social media platforms, and websites.
- Enthusiasm for cultivating effective working relationships within a diverse community.
- Strong initiative, creativity, flexibility, and a positive attitude.
- Excellent written and oral communication skills, including public speaking or performance.
- Ability to effectively organize time, resources, and workflow systems and to be a team player.
- Aptitude with technology including ILS catalog, Microsoft Office, Google Workspace, Canva, etc.

Qualifications

- An MLIS or equivalent from an ALA accredited program, with possible exceptions depending upon other experience and qualifications.
- Two-three years of professional experience in a library and/or a related field.
- Bilingual in Spanish is highly desirable.

Physical Requirements

- Lifting and moving books, furniture; sitting and standing for periods of time.
- Daily use of a computer.
- Local transportation for library business needs.

SALARY/BENEFITS

The Librarian for Children’s Programs & Services reports to the Executive Director. This is a new full-time exempt position with a competitive salary (\$53,000 - \$57,000) commensurate with experience and education. The Library also offers an attractive benefits package including major medical health insurance, dental insurance, vacation, holidays, and other paid time off, and a generous retirement contribution.

TO APPLY

To apply, please send a cover letter and resume to: Mary Esbjornson, Executive Director, at mesbjornson@bedfordhillslibrary.org.

The Bedford Hills Free Library is an Association Library and member of the Westchester Library Service (WLS) consortium of 38 public libraries. For more information, visit our website: bedfordhillsfreelibrary.org.

The Bedford Hills Free Library is an equal opportunity employer. We are committed to prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, age, or sexual orientation, or any other characteristic protected by law.

Position is open until filled.

Posted February 2024