

Youth Services Librarian/Asst. Director**Richmond Free Library**

Full Time (32 hours per week)

10/2/2026

Summary:

The Youth Services Librarian/Assistant Director serves the Library within the Town of Richmond. This position coordinates all youth (infant to teen) programming and is primarily responsible for development of the youth library collection and engagement with caregivers and parents to promote literacy. The Assistant Director manages staff, volunteers, and facilities one day per week and in the absence of the Library Director. The Librarian also oversees the room rental process, billing for overdue materials, and collection and deposit of payments.

Key Responsibilities: Youth Services

Majority of duties but not meant to be all-inclusive nor prevent other duties from being assigned.

- Oversee the day-to-day operation of the Youth Services Department.
- Plan and execute weekly early literacy programming for young children and their caregivers.
- Plan and implement school break programming and special activities throughout the year for youth of all ages.
- Plan and execute a summer reading program and special summer programs.
- Plan and direct activities of youth library assistants and volunteers.
- Create and maintain community partnerships with local schools, organizations and agencies; act as the library's advocate for youth literacy and services to youth and families; coordinate services to area childcare centers.
- Work with Outreach Library Assistant to create promotional materials and submit to appropriate media outlets to inform families of library programs.
- Responsible for the selection of youth materials in a wide area of subjects, with consideration of content, production quality, literary quality, artistic value, format, etc. Responsible for the weeding of the youth collections and general upkeep of materials.
- Provide reader's advisory to all ages, including parents.
- Catalog all youth materials using current VOKAL standards.
- Responsible for developing program and materials budget for Director's review.
- Keep statistics and other records. Write reports and grants as appropriate.
- Maintain a pleasant, safe, and inviting environment in the youth area which meets the expectations for Library behavior outlined in Library policies.
- Adhere to all Town policies and regulations regarding safety, purchasing, and personnel matters unless excepted by Library Policies.
- Demonstrate a commitment to professional development. Stay current with information and library services trends and best practices.

- Update and inform all staff of youth department happenings at monthly staff meeting.

Key Responsibilities: Assistant Director

- Assume leadership in the absence of the Director, including processing of invoices and timesheets, building maintenance, staff scheduling and attending Board of Trustees meetings.
- Primary responsibility for community room rental process, scheduling, and collection of payments. Provide after-hours support as needed.
- Program weekly/annual door code and maintain a record of working codes.
- Account for all revenue (rentals, membership fees, copies, book replacement, donations) and make monthly deposits with the Richmond Financial Officer.
- Oversee overdue and restricted patrons process, including billing for lost or damaged items.
- Assist Director with execution and supervision of all library operations including circulation, cataloging, patron database, collection development, programming, library administration and building maintenance.
- Assist Director with scheduling and supervising volunteers and supervision and evaluation of youth assistants.

Qualifications:

- Master of Library Science (MLS, MSIS) from an American Library Association (ALA) accredited program or a Bachelor's degree in a related field plus Vermont Certificate of Public Librarianship (or equivalent).
- Minimum 2 years of library or education experience required with varied managerial responsibilities. Public library experience is strongly preferred.
- Documented experience working with children of varied ages in a variety of settings.
- Experience/education in collection development, cataloging, and library administration.
- Knowledge of library automation systems and experience in PC/Windows environments. Skills include basic cataloging, word processing, spreadsheets, email, basic research, website administration, and a willingness to learn new skills and technologies.
- Ability to complete detailed and accurate work.
- Must exhibit excellent time management skills, including the ability to manage competing priorities and remain flexible.
- Possess and maintain a valid driver's license.
- Must pass a criminal background check.

Working Conditions:

Physical requirements include the ability to:

- answer the phone, work at a computer and desk,
- lift and carry (up to 30 lbs): books, meeting room furniture, supplies, mail, etc.
- assist in general library maintenance, such as sweeping, removal of rubbish, and snow shoveling.

Must be able to communicate effectively with colleagues and patrons of all ages.

Incumbent is required to dress in neat attire.

Occasional driving to training, outreach events, and schools.

Job Standards/Accountability:

The primary job function is to supervise the operation of the youth library in an efficient and service-oriented manner, manage the room rental and payments processes, and serve as Manager on Duty in the Library Director's absence. Other job functions are performed after primary functions but not more than budgeted number of hours. The Director will review the quantity and quality of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Library Board of Trustees.