



Assistant Director/Youth Services Coordinator

ABOUT THE DAVID M. HUNT LIBRARY

The Hunt Library serves the residents of Falls Village, Connecticut and neighboring towns by offering a wide collection of books, e-books, audio books, periodicals, and DVDs as well as programming for people of all ages. The Hunt Library is a central community organization and partner that supports the goals of learning, creating, and connecting in a safe, welcoming, and supportive space.

POSITION SUMMARY

The Assistant Director/Youth Services Coordinator works closely with the Library Director to support the strategic direction of the library and plays an integral role in day-to-day operations. The Hunt is looking to increase engagement with elementary and high school aged youth as well as continue to develop relationships with preschoolers to promote literacy and love of learning, which is an integral focus of this position.

The position entails planning and implementing programs for youth of all ages; curating the children's and young adult collections; overseeing circulation and cataloging tasks, tracking and acknowledging donors; planning fundraising events with library volunteers; writing grants, supporting library communications and marketing; engaging with patrons, community groups, and partners.

WHO WE ARE LOOKING FOR

- A highly organized, strategic, flexible, detail-oriented professional
- Strong written and verbal communications skills
- Experience working with youth and families
- Self-directed and self-motivated individual with creative problem-solving skills
- Ability to work collaboratively and independently
- Experience developing community and organizational partnerships
- Knowledge of library principles and practices
- Familiarity with library automation systems
- Knowledge and understanding of the Falls Village community
- College degree, or commensurate library experience, preferred

CORE RESPONSIBILITIES

- Plan, develop, and execute youth programming coordinated with larger library goals and priorities (including but not limited to a summer reading program, after school programming, story hour, teen specific programming)
- Manage the selection, ordering, and cataloging of children's and youth materials
- Assist children and adults in the use of library services and resources
- Analyze library systems and operations to improve services
- Foster and maintain relationships with community organizations and other local partners
- Maintain the library's donor database, WordPress websites, and social media accounts
- Keep informed of trends in children's literature and library services

- Attend professional workshops and conferences
- Prepare regular narrative and statistical reports of children's and youth services
- Work and communicate effectively with the public
- Promote and publicize library services, programs and resources
- Support grant writing, event planning, and other fundraising activities

In addition, the Assistant Director/Youth Services Coordinator provides support on other administrative and communications tasks.

DIVERSITY, EQUITY & INCLUSION

The Hunt Library is an equal opportunity employer committed to creating a diverse and inclusive workforce. We strive to be a workplace where people thrive by being themselves and are inspired to do their best work every day. We would like to see our commitment to diversity, equity, and inclusion reflected in the candidate pool for this position.

DETAILS

Part Time, 28 hours per week

Salary: \$20 an hour

Start Date: as soon as possible

INTERESTED?

Please send an email with the subject line, "Assistant Director" to dmhuntlibrary@gmail.com. Include the following information:

- Resume
- Cover letter
- Contact information for 2-3 professional references