



YOUNG ADULT LIBRARIAN

Full-time (40 hours per week)

Monday through Friday with Occasional Evenings

Job Description:

The Maury Loontjens Memorial Library is seeking a community oriented, creative, customer-service focused, and technologically experienced individual to join our library team under the direction of the Youth Services Librarian. The Young Adult (YA) Librarian provides support, services and programming for and with patrons between the ages of 12 and 18. This position provides assistance to other departmental programs and services, contributes to the organization at-large, and will occasionally provide help to other library departments and services.

As an active member of the team and liaison to a specific patron demographic, the YA Librarian must project a friendly and helpful attitude and make every effort to satisfy patron needs using their knowledge and skills, or by seeking the assistance of the Director or Youth Services Librarian when needed.

The YA Librarian is responsible for planning, promoting, and implementing programs and services for middle and high school students, upper elementary school students, parents, and teachers. The YA Librarian is required to manage youth services and programming in the absence of the Youth Services Librarian. The YA Librarian must understand the use of policy and procedure and reports to the Youth Services Librarian or the Library Director, in their absence. Specific duties are determined by the Library Director and Youth Services Librarian, and may vary considerably with circumstances.

Application:

An affirmative action/equal opportunity employer. No discrimination due to race, color, sex, national origin or handicap shall be practiced in employment, assignment or transfer of employees.

Please submit a **Cover Letter and Resumé** with contact information for **three references** to the Library Director, Jared Jacavone, via mail or email at jaredjacavone@narlib.org. The position will remain open until filled and applications submitted before September 27, 2026, at 11:59 PM will be given priority.

Address:

Maury Loontjens Memorial Library
25 Pier Marketplace
Narragansett, RI 02882

General Responsibilities and Duties:

- Exhibit A friendly, helpful attitude and use of tact and diplomacy when dealing with patrons and staff.
- Ask for input from or refer questions to supervisor or other staff members as appropriate.
- Provide programming and services for patrons between the ages of 12-18
- Provide library services specific to patrons under the age of 18
- Provide circulation services at the children's desk and occasionally at the front desk
- Learn technology in the Makerspace Lab and coordinate with the Makerspace Librarian to deliver cross-departmental services and programs.
- Learn online circulation system.
- Process Interlibrary Loan (ILL) materials.
- Maintain clear and accurate patron and library material records.
- Assist patrons with public access catalog and online resources.
- Manage security issues. Open and close library.
- Lead Youth Services and day-to-day programming in the absence of the Youth Services Librarian.
- Assist in coordinating and scheduling room reservations.
- Support the cataloging and processing of items into Koha for the Youth Services Collection.
- Follow the latest trends in Young Adult Librarianship and YA/Teen literature, programming, services, and resources.
- Engage in collection development for young adult literature and resources.
- Engage with community partners including the local schools on a regular basis.
- Process monetary transactions and donated items.
- Create and implement library programs for the public.
- Other duties assigned by the Director or Youth Services Librarian, as the need arises.

Required Qualifications:

- A master's degree in library science from an ALA-accredited program or in the final months of acquiring the degree.
- Embrace new technology.
- Proficiency in online searching.

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- Proficiency in Computer skills, including Microsoft Office/365 and Google Suite, the ability to learn the online circulation system, fax machine, projection equipment, smartboard technology, photocopier, printer, scanner, and laminator.
- Experience:
 - Working with youth.
 - Leading group related activities.
 - Providing customer service.
- Excellent communication skills.
- Seek answers to patron questions.
- Work with community partners.
- Excellent organizational skills and detail oriented.
- Understand, follow, and enforce policies and procedures.
- Ability to shelve and locate materials.

Preferred Qualifications:

- Experience with online programs such as various email systems, Canva, LibGuides, OCLC/Worldcat, and other related systems.
- Experience with 3D printing technology and software
- Experience with Cricut vinyl cutter technology
- Experience with integrated library systems; experience with Koha a plus.
- Experience with research databases.
- Experience working in a library or education related environment.

Physical Environment/Working Conditions/Physical Demands:

- The work environment is typically within an office setting, although the employee may meet with other employees and agencies in an outside (jobsite) environment.
- The working conditions (light, noise level, temperature, etc.) are typical of (primarily) an office setting.
- The employee may occasionally lift and/or move objects up to twenty-five (25) pounds.
- Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in person and on the telephone.
- May occasionally be required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, or balance; stoop, kneel, crouch, or crawl.

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Compensation:

This full-time position has a starting hourly rate of \$21.00 per hour and offers health benefits, retirement plan, vacation, sick, and personal leave.

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