

Librarian I - Youth Librarian

Potsdam Public Library • Full-Time, 35 hours/week

Salary Range: \$45,000 - \$52,000, commensurate with experience

Benefits: Paid vacation, sick days, personal time, holidays, NYS Retirement

Schedule: Includes regular weekend hours for family and youth programming, and occasional evening events

The Potsdam Public Library seeks a creative, organized, team-oriented and community-focused Youth Librarian with a strong commitment to welcoming and educating children and teens, to lead programming, collection development, outreach, and family engagement. This is a Competitive Civil Service position, working a full-time schedule of 35 hours per week.

While current programming serves primarily younger children, the Youth Librarian also oversees YA collection development and the development of emerging tween and teen offerings based on community interest and need.

The position requires strong communication skills, reliability, consistent onsite presence, and enthusiasm for building relationships with families and community partners.

The Youth Librarian reports to the Library Director and works closely with a team of library staff and volunteers. While the majority of the time will be spent focused on youth, the Youth Librarian will also contribute to core public and technical services in coordination with their colleagues.

Programming & Outreach

In collaboration with staff, volunteers, and parents, plan, develop, and deliver children's programs, including weekly storytimes, early literacy sessions, craft programs, school-age activities, and special events. Explore opportunities to engage upper-elementary, middle-school, and teen patrons through interest-based programs to meet evolving community needs. This includes facilitating regularly scheduled programs for preschool-aged children 0-6, elementary aged children 6-11, and middle and high school youth directly and/or arranging special guest instructors and performers.

Conduct regular outreach visits to community partners such as Head Start programs, classrooms in the Potsdam and Parishville school districts, daycare centres, and other youth-serving organizations. Represent the library at local festivals and events.

Maintain and strengthen partnerships with organizations including schools, community groups, museums, agencies, non-profits, and area libraries. Build relationships with teachers, school librarians, and youth organizations to support engagement and visibility and deliver programs and services that meet local needs and interests.

Provide individualized and small group support to visitors in the children's area.

Prepare and maintain program spaces; handle setup, cleanup, and safety considerations.

Collection Development

Select, maintain, and evaluate the children's and young adult collections. Ensure the library collections include relevant print and digital resources aimed at the specific interests and needs of children and teens in the community.

Engage in ordering, weeding, replacement, and long-term planning for the youth collections.

Prioritize inclusive, diverse, and high-interest materials aligned with community needs.

Reader's Advisory & Family Support

Provide reader's advisory support to children, teens, caregivers, and educators.

Assist families in navigating literacy resources, locating materials, and accessing programs and services.

Digital Content, Marketing & Communications

Maintain and regularly update the children's and teen sections of the library website including regular blog content.

Create graphics and promotional materials for programs using Canva or similar tools.

Supply content for promotion of youth services, including social media posting, website updates, and newsletter contributions.

Ensure timely, accurate communication about program schedules and outreach activities.

Administration & Collaboration

Track program attendance and prepare reports as needed.

Maintain accurate calendars, schedules, and documentation.

Follow all library policies, including time reporting, scheduling expectations, and communication procedures.

Participate in meetings, planning discussions, and cross-department projects.

Collaborate on grant-seeking activities related to children's programs, materials, and equipment, including identifying opportunities and contributing information as needed.

Collaborate with other staff members to support library initiatives and services.

Other duties as assigned.

Professional Development

Attend and participate in professional library workshops, seminars, and network committees; read professional literature.

Qualifications

Eligibility for a New York State public librarian's provisional certificate at time of application for appointment; possession of certificate at time of appointment; requirements for certification include a graduate degree from a library school.

Knowledge of children's and teen literature, literacy development, and youth services.

Strong communication, organizational, and time-management skills.

Demonstrated ability to plan and implement engaging youth programs.

Experience working for and with children (ages 0-11) and youth (ages 12 to 18).

Ability to work onsite during scheduled hours, including weekends.

Competence with digital tools (ILS, Canva, WordPress or similar, social media platforms).

This position is subject to Civil Service requirements.

Knowledge/Skills

Knowledge of the developmental, recreational, and educational needs of children and youth.

Knowledge of current trends in library services and literacy education for and with children and youth.

Knowledge of standard library procedures, current information technology, Internet and database search capabilities.

Knowledge of best practices in children and youth services, including guidelines and standards published by ALA, YALSA and other recognized organizations.

Cultural competence skills.

Abilities

Able to communicate effectively and professionally with others, orally and in writing, including through email.

Able to identify and translate children, young adult, and adult needs and interests into effective library services and programs.

Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups, and to serve the public courteously.

Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.

Able to learn and stay current with emerging technology, including digital media.

Able to lift and carry bags of books or boxes weighing up to 40 pounds.

Able to speak to large groups.

Must be able to drive a car and hold a valid driver's license.

Must be available to work evenings and weekends with prior arrangement.

Work Environment

This position involves regular onsite work, movement throughout the library, lifting/handling materials, and scheduled weekend hours for programs and outreach.

Location

The Potsdam Public Library is a school district public library that serves the Potsdam School District and surrounding areas. Located in St. Lawrence County in the heart of downtown Potsdam, the Library serves as a community hub for locals, college students, and visitors. The Potsdam Public Library is part of the North Country Library System, consisting of 66 member libraries. The library's mission is to feed curiosity and enrich lives through information, education, and recreation.

How to Apply

Please send a cover letter, résumé, three professional references, and a copy of your Civil Service application for employment by email to info@potsdamlibrary.org. Civil Service applications can be found at <https://stlaw-portal.mycivilservice.com>.

Initial applications will be due by July 24, 2026.