

Children's Librarian Job Description

Library Introduction

The Haverford Township Free Library (HTFL) is located in Haverford Township, the fifth-largest township in the Commonwealth of Pennsylvania, in the suburbs of Philadelphia. Our friendly and professional staff is dedicated to providing stellar customer service and high-quality informational resources to people of all ages.

HTFL is one of the largest of the 28 Delaware County Libraries (DCL) and is a vital, active leader within the library community.

Position Definition

Under supervision of the Youth Services Manager and in collaboration with the Teen Librarian and other Youth Services staff, the Children's Librarian provides exceptional service to children and families at our Library through reference service, programming, and support for collection development. This is a part-time position, up to 30 hours per week, with a schedule that requires flexibility to work evening and weekend hours as needed.

The successful candidate will plan and implement programming and provide reference and technology services for children and their families. Responsibilities include providing resources, programs, and services that meet the developmental, educational, and recreational needs of this population, in alignment with Haverford Township Free Library's (HTFL) mission, vision, strategic plan, goals, and objectives. The Children's Librarian will assist with planning, implementing, and evaluating children's activities at the Library.

Qualifications

- Enrollment in an MLIS program for at least one year with a focus on youth services and/or 3 years of experience working with children and families, preferably in a library setting.
- Knowledge of the developmental, recreational, and educational needs of children ages 0-12.
- Ability to do creative/imaginative and engaging storytimes for children of all ages.
- Demonstrated initiative and versatility, a strong customer service focus, and a willingness to learn and adapt to new technologies.
- Strong commitment to teamwork and collaboration.
- Ability to establish and maintain effective working relationships with patrons, staff, and management.
- Ability to prioritize tasks, manage multiple responsibilities, and meet program deadlines.

- Demonstrated commitment to fostering diversity, equity, and inclusion in youth programming.
- Ability to work a flexible schedule, including days, evenings, and weekends.

Primary Responsibilities

- Creates a welcoming, pleasing, creative, vibrant and dynamic space for children, parents, teachers, and caregivers in the library setting.
- Assists patrons in the selection and use of library materials and technology.
- Provides reference and reader's advisory services to children, caregivers and teachers including instruction of resources, online catalog use, online databases and responsible internet searching techniques.

Collections

- Reviews professional publications and other resources to recommend books, periodicals, audiovisual & digital materials, software etc. for circulating and non-circulating materials purchase.
- Inspects returned library material for receipts/papers left in books, damage that requires relabeling or re-covering, counts and inspects number and condition of discs/parts prior to check out and check in, and follows proper procedure to deal with problem items.
- Sorts and shelves returned library material.
- Prepares returned and checked in items for routing to owning library.
- Creates reading lists and organize displays.

Programs and Events

- Plans, organizes, leads, and promotes innovative and exciting library programs for infants through elementary school within and outside the library setting.
- Assists with outreach programs to area schools/daycare centers and other community groups to promote library services/programs.

Additional Duties

- Keeps informed on trends and developments in library services.
- Maintains a neat, organized, safe, secure and welcoming atmosphere at HTFL.
- Assists with maintaining a welcoming space in the children's room through collection organization and display.
- Shows proficiency in using computers and related software.
- Provides staff assistance in other departments as directed by Department Manager, Library Director, and/or other managers of HTFL as needed.
- Performs general library work as needed.

Salary/Benefits

The salary range for this part-time position is \$20-\$22/hour, commensurate with experience, for up to 30 hours a week

Application Process

To apply, please submit a letter of intent, resume, and the name, title, and contact information of three professional references to the attention of Administration at

jobs@haverfordlibrary.org by July 24, 2026