



# YARMOUTH MAINE

## The Merrill Memorial Library is Hiring!

<b>Position:</b>	<b>Children's Librarian</b> <b>**Important: The start date for this position is anticipated on or around August 27<sup>th</sup>/28<sup>th</sup>, to permit for training time.**</b>
<b>FLSA Status:</b>	<b>Full-Time/Non-Exempt (40 hours per week)</b>
<b>Location:</b>	<b>Merrill Memorial Library</b>
<b>Pay:</b>	<b>\$26.00-\$28.50 per hour</b>
<b>Closing Date:</b>	<b>July 30, 2026</b>

**Job Goal:** The Merrill Memorial Library seeks a full-time Children's Librarian to join an amazing team. This position will work with the public and Library colleagues to provide a wide range of library services to all Library patrons, children ages 0-8 years, and to families in particular.

### **Circulation and Reference Desk Responsibilities:**

- Greets, assists, and refers library users according to their needs and performs a wide range of clerical public contact duties.
- Uses library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy. Opens and closes library building.
- Instructs patrons needing help on library PC's and various devices.
- Assists patrons using library equipment and performs basic trouble shooting on copiers, printers, computers, projectors, and other equipment as needed.
- Assists patrons on the selection of reading materials appropriate for their needs and assists in interpretation of library materials.
- Answers reference questions and conducts research as needed.

### **Children's Programs/Children's Library Collection Responsibilities:**

- Plans and presents programs and activities for diverse age groups to encourage reading and stimulate use of the library including weekly Story Time, Summer Reading programs, school tours, class visits, outreach programs, and special events.
- Participates with other community agencies and schools to extend and promote library programs.
- With adequate notice, covers in the absence of the Youth Services Librarian.
- Responsible for children's materials budget.
- Selects materials by reading and evaluating reviews, patrons' requests, and popular trends.
- Manages collection, adding, weeding and withdrawing as needed.
- Shelves, reads, and organizes materials in children's collection.
- Repairs books.
- Evaluates children's services, implements improvements.

**Children's Programs/Children's Library Collection Responsibilities (Continued):**

- Assists Youth Services Librarian to train, direct and supervise department volunteers.
- Solicits donations.
- Creates & maintains displays, develops bibliographies, brochures & other appropriate materials.
- Attend workshops, meetings and conferences, as appropriate.
- Performs additional duties as assigned.

**Qualifications:**

- Minimum of a bachelor's degree in a related field required.
- Prior experience in a fast-paced automated library setting required.
- Some knowledge of the principles and practices of modern library systems including consortial lending; some knowledge of library circulation or processing techniques; working knowledge of library classification systems; working knowledge of basic office procedures; adept with a variety of electronic devices.
- Ability to accurately maintain library filing systems; ability to orally communicate effectively; ability to establish and maintain effective working relationships with patrons, co-workers, supervisors, and the general public.
- Must maintain a professional demeanor while multitasking.

***\*\*Please review the full job description, located at [www.yarmouth.me.us](http://www.yarmouth.me.us).***

**To Apply:** Please submit a complete application packet to [hr@yarmouth.me.us](mailto:hr@yarmouth.me.us). Your materials should be addressed to the attention of Heidi Grimm, MML Library Director, or Jessica Factor, Human Resources Director. Please include the Town's Employment [Application](#), a cover letter, resume and the names of two professional references.

**ABOUT THE TOWN OF YARMOUTH:**

Nestled along Casco Bay, 12 miles north of Portland, Maine's largest city, Yarmouth is a picturesque community (13.35 sq. miles) with a distinct sense of place. Balancing suburban amenities with small town charm, Yarmouth boasts a vibrant downtown, a diverse Route One corridor, a growing arts community, and nearly 700 acres of open space – including 28 miles of urban, rural, and riverside multimodal trails. The community is also proud of its nationally recognized public school system and the region's premiere private school, North Yarmouth Academy.

***The Town of Yarmouth is an Equal Opportunity Employer (EOE). The Town of Yarmouth does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral or any other aspect of employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. The Town of Yarmouth does not discriminate against qualified applicants and employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral or any other aspect of employment. The Town of Yarmouth also provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the Town of Yarmouth.***

**Posted: June 30, 2026 (Revised: 07/02/2026)**