

## Head of Youth Services, Nevins Memorial Library

The Nevins Library is seeking to fill a Full Time Head of Youth Services Position beginning in April 2026. The Nevins Library is a private non-profit organization that serves as the public library for the City of Methuen, a diverse community of 53,000. The library is seeking a motivated, enthusiastic, detail-oriented, compassionate leader to oversee a team of 7 staff. The Head of Youth Services supervises all aspects of service to youth ages 0-18, their families and caregivers. This includes Youth Services staff scheduling, materials selection, program development, outreach, and building community partnerships. This position works closely with the Library Leadership Team, and can have supervisory responsibility for the building, staff and patron safety, as scheduled and as needed. This position reports to the Library Director.

### Qualifications

- A minimum of 3 years of appropriate public library experience serving a diverse, evolving community – Children’s or Youth services preferred
- Flexible, self-motivated individual with technology, budgeting, grant writing, and collection development experience
- Strong team player and problem-solver with significant leadership skills
- Ability to work within the framework of Library policies and practices to provide excellent customer service
- All Nevins Library employees must pass a CORI check
- Understands and respects people of all ages, cultures, and backgrounds
- Ability to communicate in any language in addition to English a plus

**Hours:** Full-time, 35 hours per week, includes nights and weekends. Flexible hours, as necessitated by departmental scheduling needs, exempt employee.

**Minimum Education:** A Master's in Library Science from an ALA-accredited institution

**Salary:** \$65,000-\$68,000 annually

**Benefits:** Paid Time Off and Holidays, Health, Dental, Vision and Life Insurance Options. Employees of the Nevins Library are not eligible for participation in the MA State Retirement System, but do contribute to Social Security and may participate in a 403b employer match retirement savings plan.

**How to Apply:** Please email a cover letter and resume (preferably in one file) to Sarah Sullivan, Director Nevins Library at [ssullivan@nevinslibrary.org](mailto:ssullivan@nevinslibrary.org) OR drop off to 305 Broadway, Methuen, MA 01844 Attn. Sarah Sullivan

**Closing Date:** March 25, 2026

**Position Start Date:** April 2026

*The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*