



# TOWN OF MEDWAY

## COMMONWEALTH OF MASSACHUSETTS

### ASSISTANT DIRECTOR/YOUTH SERVICES LIBRARIAN

The Town of Medway is looking for a qualified, dedicated and community-focused Assistant Director/Youth Services Librarian to join our welcoming public library. This is a full-time benefits eligible non-union position at 40 hours per week. The schedule is Monday, Tuesday and Wednesday 9-6 pm, Thursday 1-9:30 pm, Friday: 9-4 pm and one Saturday per month from 10-2.

Under the general direction of the Library Director, the Assistant Director/Youth Services Librarian oversees aspects of library services including technology assistance, collection development of materials and resources, and outreach. The Assistant Director/Youth Services Librarian will assist the Director in performing professional and administrative work including but not limited to, scheduling, payroll, payment of invoices, and managing all activities and services of the Library.

The Assistant Director/Youth Services Librarian will manage the Youth Department under the general direction of the Library Director, planning and conducting children's story times, book clubs, special events and other programs for children and teens. The Assistant Director/Youth Services Librarian would work with the Makerspace Coordinator and library volunteers to plan and conduct STEAM programs for children and teens. The Assistant Director/Youth Services Librarian will coordinate activities with schools, preschools, day care centers, and community groups both at the library and at the schools and day care centers. This position is also responsible for preparing grants for youth programming and involves public service, reference, reader's advisory, community activities, circulation, and other library functions.

A master's degree in library and information science from an ALA-accredited institution is required, as well as a minimum of 3-5 years of progressively responsible experience as a librarian, preferably in a public library setting.

Please review the job description on the Town website for more details. [Job Description](#)

Please send a cover letter, resume, and employment application to: Human Resources Manager, Cheryl Houle at Medway Town Hall, 155 Village Street, Medway, MA 02053, or email to [choule@medwayma.gov](mailto:choule@medwayma.gov). The Employment Application can be found here: [Application](#)

Date of Posting:	December 10, 2025
Closing Date:	December 29, 2025, at Noon
Hiring Salary Range:	\$27.93 per hour - \$32.32 per hour, DOQ
Full Salary Range:	\$27.93 per hour - \$36.68 per hour