



**Position Title: Children's Librarian**  
**Reports to: Library Director**  
**Hours: Part time, 21 hrs/wk**  
**Position category: Non-exempt, with benefits**  
**Salary: \$30/hour**

### **ABOUT SAN FRANCISCO BOTANICAL GARDEN**

The mission of San Francisco Botanical Garden is to connect people to plants, the planet, and each other. Our unique Garden inspires visitors with the extraordinary diversity of rare and unusual plants that can be grown in coastal California. Through its programs and displays, the Garden cultivates the bond between people and plants and instills a deeper understanding of the necessity to conserve Earth's biological diversity. As a public/private partnership between a community-based nonprofit organization and the San Francisco Recreation & Parks Department, and a beloved San Francisco institution, we are committed to transparency, cultural diversity, inclusion, and environmentally responsible practices. We are proud to be a public garden, accessible to all and grateful to the funders who help sustain us.

### **POSITION SUMMARY**

The Children's Librarian works with the Library Director in managing the library and serving visitors of all ages and skill levels. The Children's Librarian plans and manages all children's programs and services and assists with overall collection development and management. Library children's programs have been on hold since March 2020 due to the COVID-19 pandemic, so this is an exciting opportunity to refresh and restart these community-building services.

The Helen Crocker Russell Library of Horticulture is northern California's most comprehensive horticultural library and one of the major horticultural-botanical libraries in the western United States. The 27,000-volume collection covers all aspects of horticulture, including gardening, garden design, botanical art, ethnobotany and pest management with an emphasis on plants grown in Mediterranean and other mild-temperate climates. One of the most popular features of the collection is the 2,000 volume children's botanical library, which includes books on plants, animals, natural history, and nature-related myths and stories. The Library offers a variety of programs for children and adults, and features rotating botanical art exhibitions.

### **RESPONSABILITIES**

- Assume responsibility for running library three days per week.
- Coordinate, develop, and publicize children's collection, programs, and services.
- Provide reference assistance to Garden staff, members, volunteers, and the public.

- Assist with overall development and management of library collections and programs.
- Assist with managing book sales, art receptions, and other library events.
- Perform additional responsibilities as needed.

### **QUALIFICATIONS**

- A Master's Degree in Library and Information Science (MLIS) from an ALA accredited program.
- Appropriate library experience.
- Experience with, and enthusiasm for, children's services and programming.
- Knowledge of horticultural/botanical subject area is a plus.

### **REQUIRED SKILLS**

- Excellent interpersonal abilities, including working as part of a team and interacting with the public.
- Strong organizational, problem-solving skills and attention to detail.
- Ability to train and supervise volunteer staff.
- Excellent reference and public service skills.
- Excellent oral and written communication skills.
- Experience with information technology and library systems.

### **EXPECTATIONS**

- Schedule: 9:00am-4:30pm on Sunday, Monday, and Tuesday.
- Must be able to work weekends and occasional evenings.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time.
- Must be able to climb a flight of stairs and lift/carry up to 25 pounds.

*Pre-employment requires a clear background check and reference checks.*

**To Apply:** Email your cover letter and resume as PDF attachments to [jobs@sfbg.org](mailto:jobs@sfbg.org) with "Children's Librarian" in the subject line.

The San Francisco Botanical Garden Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.