

RARITAN PUBLIC LIBRARY

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JOB POSTING

POSITION:	YOUTH SERVICES LIBRARY ASSISTANT
POSTING DATE:	22 JULY 2022
CLOSING DATE:	CONTINUOUS
JOB TYPE:	FULL-TIME
REPORTS TO:	LIBRARY DIRECTOR
SALARY:	BASED UPON QUALIFICATIONS AND EXPERIENCE

The Raritan Public Library seeks a friendly, enthusiastic and energetic professional to oversee our children's department.

The successful candidate must have a strong background in library programming and outreach and have the willingness to embrace and facilitate change.

The Youth Services Library Assistant will manage the daily operation of the Raritan Public Library's Children's Room under the general supervision of the Library Director.

The Youth Services Library Assistant will implement library policies and procedures that will encourage library usage.

The candidate must be able to collaborate and communicate with other staff to ensure a continuity of library operations.

This is a full-time exempt position with 35 hours per week with a starting salary commensurate with qualifications and experience. Benefits include medical/dental insurance and paid time off.

There is at least one evening shift per week and at least one Saturday shift per month. Other weekend and evening coverage may be required for special events.

JOB DUTIES

- Planning and implementing youth and family programs, including storytimes, passive programs and hiring outside performers and vendors that foster early childhood and family literacy.
- Assisting children, parents and adults who work with children in selecting library materials.
- Providing reference and reader's advisory services to a diverse population.
- Promoting library services through outreach to local schools, organizations, and the community in general.
- Creating marketing materials to promote programs and the collection.
- Delivering excellent customer service.
- Maintaining the library's collection in accordance with collection management policies and procedures.
- Providing backup coverage to the circulation desk.

QUALIFICATIONS

- Bachelor's degree.
- Three years professional experience working in a public library.
- Experience working with children or teens.
- Familiarity with children's literature.
- Proficient with digital and online environments including Microsoft Word and email.

HOW TO APPLY

Please email a cover letter, resume and three professional references to Adam Petroski, Library Director, at apetroski@raritanlibrary.org. Applications will be accepted until the position is filled. Only qualified applicants will be contacted.