



JOHN  
JERMAIN  
MEMORIAL  
LIBRARY

# Full Time Young Adult Librarian

201 MAIN STREET ♦ SAG HARBOR ♦ NEW YORK ♦ 11963

☎ 631.725.0049 ✉ info@johnjermain.org 🌐 johnjermain.org

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The John Jermain Memorial Library is seeking a Young Adult Librarian to be a transformative force in the Sag Harbor community. The Young Adult Librarian is responsible for curating the teen collection as well as supervising, planning, and promoting teen programs. The successful candidate will be community focused; with an eye toward providing a relevant, sustainable and engaging Library service to our teens.

## Responsibilities:

- Curate Library's Young Adult Collection.
- Answer reference questions and provide reader's advisory.
- Plan and execute educational, technical, and entertaining programming for teens.
- Initiate and maintain relationships with local organizations as partners in library programs.
- Seek out and facilitate off site programming opportunities in conjunction with community partners or as community outreach.
- Work with Director, Youth Services, Emerging Technologies and Local Content Librarians and support staff to provide interesting and engaging collaborative programming.
- Work to identify and address the needs of teens in our community.
- Market and publicize teen programs including but not limited to the creation of flyers, press releases, social media posts and copy for eblasts and print newsletters.
- Facilitate Summer & Winter Reading Club.
- Negotiate and execute contracts with programmers.
- Order food and supplies required for programs.
- Work within a budget.
- Record and report monthly attendance statistics to the Executive Director.
- Participate in professional development related to the duties of this position.
- Assist in Children's and Reference Departments as needed.
- Other duties as assigned.

## Education & Qualifications

- A Master's Degree in Library & Information Science (MLIS) or an equivalent degree from a library school that is accredited by the American Library Association or registered with the New York State Education Department (Individuals currently enrolled in a MLIS or equivalent program will be considered)
- Must possess or be eligible for the NYS Public Librarian's Certificate
- A passion for working with tweens and teens
- Ability to express oneself verbally and in writing
- Flexibility, initiative, energy, and patience to deal effectively with the public



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## Education & Qualifications continued

- Planning and organizational skills needed
- Experience working collaboratively as part of a team
- Experience using social media platforms including Facebook and Instagram
- Working knowledge of eNewsletter software including Mailchimp
- Proficiency in Microsoft Office, Google Suite, working knowledge of Adobe and Canva

## Benefits & Salary:

This full-time, salaried position may include evening and weekend hours.  
Competitive salary (\$60,000-\$65,500) commensurate with experience.

Benefits include:

NYSHIP health insurance (90% paid for by the employer)

TIAA CREF 403(b) retirement plan (required 2% contribution, the employer contributes 10%)

Partial Tuition Reimbursement (40% as per Library policy after six months of employment)

Paid vacation, personal and sick leave

**Please send resume and letter of application to Kelly A. Harris, Executive Director at [kharris@johnjermain.org](mailto:kharris@johnjermain.org) by 12/1/2022**

*John Jermain Memorial Library celebrates the diversity of our community, and warmly welcomes applicants for all positions without regard to race, color, creed, religion, nationality or ancestry, gender, sexual orientation, age, or disability.*