



## Port Jefferson Free Library

# TEEN CENTER

150 East Main Street, Port Jefferson NY 11777  
(631) 473-0022 (631) 473-4765  
portjefflibrary.org

### POSITION AVAILABLE

#### Part-Time Teen Librarian/Librarian Trainee

##### Duties

The Port Jefferson Free Library is seeking a forward thinking, teen friendly, customer service oriented individual. The successful candidate should possess a strong interest and knowledge of teen culture as well as the ability to independently run programs for teenagers, as well as provide assistance with reader's advisory. Additional duties will include: collection development, program registration, and reference services.

##### Qualifications

Enrollment in an ALA Accredited Library Science program or  
MLS from an ALA-accredited Institution and a valid NYS Public Librarian Certificate

##### Possession of the following skills is beneficial:

- Desire to work as a team and collaborate with coworkers on projects and programs. You must be result oriented, have excellent interpersonal skills, and demonstrate a positive attitude.
- Ability to work every other Saturday 9:30am-5:00pm as well as one or two shifts per week in the afternoon or evening. Flexibility in your schedule is a must.
- Demonstrate a positive attitude toward public service. A willingness to represent the library at various events throughout the community, engaging in library promotion.
- Must have the ability to actively participate in activities that engage teens, including daily casual interactions. The Teen Center is a Safe Space and applicant must be accepting of all people.
- Developing, promoting and running innovative programs for students in grades 6-12. The Teen Center runs one to two programs per day with more taking place during summer months. Most programs are done in-house by the librarians.
- Knowledge of Sierra.

Preference will be given to those with experience working with teens. Flexibility is needed and hours will include days, nights, every other Saturday, as well as a monthly Sunday rotation.

##### Benefits/Salary

Librarian starting at \$36.20/ Librarian Trainee at \$25.04

Port Jefferson Free Library is an association library and has a staff association represented by NYSUT. Benefits include NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

##### Please email your resume and references by January 11, 2023 to:

Erin Schaarschmidt  
Head of Teen Services  
[erin@pjteen.org](mailto:erin@pjteen.org)