



www.myhpl.org

PT Librarian/Librarian Trainee in Youth & Parent Services Department

There presently exists an opening for an enthusiastic and energetic part-time librarian or librarian trainee in our Youth and Parent Services department. This position consists of 16 hours per week and may include morning, afternoon, evening, and weekend hours in two buildings. The successful candidates should enjoy working with youth of all ages, exhibit positive, proactive customer service skills, and have flexibility, and initiative.

General responsibilities include but are not limited to:

- Knowledge of children's and teen literature and programming.
- Possess knowledge of current trends in library youth services.
- Collection development, reference, and reader's advisory for all age groups, utilizing both print and electronic resources.
- Collaborate with colleagues on programming and other team projects, as well as be able to work well independently.
- Plan and conduct appropriate and engaging programs for children birth to age 18.
- Visit schools and community organizations and participate in outreach events.
- Instruct children, teen, and parents with technology assistance and training.
- Develop displays, bibliographies, and other materials.
- Additional duties and responsibilities will be assigned as needed.

Qualifications:

- MLS from an ALA accredited institution and valid NYS Public Librarian Certificate (or presently be enrolled in library school.)
- General experience working with the public and diverse communities.
- Spanish proficiency is a plus.

The salary starts at \$29.74 for Librarian I with annual step increase on July 1st. Trainee salary is set by the number of credits completed. This is a union position with vacation, sick, holiday and personal time included.

If interested, please submit a cover letter, resume, and references by April 21, 2023, to:

Laura Giuliani, Head of Youth & Parent Services
laura_giuliani@huntlib.org