



## Adult and Information Services Part-Time Librarian or Trainee (21-25 hours)

The Riverhead Free Library seeks a creative, collaborative and service-oriented librarian for a position in our Adult and Information Services Department. The ideal candidate understands the importance of community outreach and sees the library as a community hub and gathering place for everyone.

### **Job Duties:**

- Provide Reference Desk coverage and service to a diverse community, including reader's advisory, assistance with computers and mobile devices and library e-resources such as Libby, Hoopla, and Kanopy
- Knowledge of social media trends and ability to produce content that works across multiple platforms and engage our community members
- Strong interest and knowledge of adult literature and collection development
- The ability to plan, organize and facilitate library programs and events
- Present outreach programs and presentations to a variety of community groups including, local schools, civic organizations, BOCES Literacy Zone, and local businesses.
- Perform other related duties as assigned

### **Qualifications:**

- Master's Degree in Library Science from an ALA accredited school.
- Evening and weekend availability required; Saturdays and Sundays in rotation
- Strong technology skills including Canva, MS Office, Google Workspace, PCs, Macs, tablets, and e-readers
- Commitment to diversity and to serving the needs of a diverse community
- Ability to adapt to a constantly changing environment
- Strong interpersonal communication and organizational skills
- Spanish or Polish language proficiency a plus.

### **Salary:**

Librarian trainee: \$26.08 per hour

Librarian: \$30.28 per hour

**Benefits:** Membership in NYS Retirement System

Interested candidates should email a resume and cover letter by 5 pm on Tuesday, November 28, 2023 to Catherine Montazem, Assistant Director, [catherine.montazem@riverheadlibrary.org](mailto:catherine.montazem@riverheadlibrary.org), using the subject line Librarian Position.