



## NOTICE OF POSITION

DEPT: CHILDREN'S AND PARENTS' SERVICES

JOB TITLE: PART-TIME CHILDREN'S

LIBRARIAN/LIBRARIANTRAINEE

JOB NOTICE NUMBER: CPSDPT111424PUB

DATE POSTED: November 19, 2024

CLOSING DATE: November 30, 2024

APPROXIMATE START DATE: 12/18/24

*We are seeking a part-time librarian or librarian trainee to work at our branches and Main Library.*

### RESPONSIBILITIES:

- Your purpose is to support parents in their role as their child's first teacher
- Develop, promote and facilitate programs centered around books, reading and engaged learning
- Provide professional front-line reference and readers' advisory and referral services
- Use digital and library download services on a variety of devices to show and promote to patrons
- Develop programs to show kids all the digital world has to offer
- Work as part of a team, collaborating with coworkers and community members on projects and programs
- Participate in events throughout the community, engaging in library promotion and spontaneous reference and readers' advisory
- Performs other duties/projects as assigned

### QUALIFICATIONS:

- ✓ Master of Library Science Degree (including 12 credits in Children's Services) or are enrolled in an ALA Accredited Master of Library Science graduate program
- ✓ Excellent communication skills – in-person, over the telephone, and via email/chat
- ✓ Excellent computer skills
- ✓ Able to work independently and as part of a team
- ✓ Good organizational skills and an attention to detail
- ✓ Flexible work schedule
- ✓ May be requested to run programs located off-site from the library
- ✓ Must be able to travel between branches, as well as travel to offsite program and outreach locations
- ✓ We are seeking candidates who can work 12 - 17.5 hours per week. Hours include working every Saturday 9 a.m. - 5 p.m. as well as one other weekday shift. Sunday hours will be assigned on rotation.

**\*Bilingual applicants strongly encouraged**

**\*Starting Salary: \$22.25 Librarian Trainee/ \$24.72 - \$39.35 Children's Librarian based on experience**

Application and resume must be emailed to [employment@communitylibrary.org](mailto:employment@communitylibrary.org)

Only candidates being considered will be contacted.

*The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability on employment or the provision of services.*