



**Fishers Island Library**  
**988 Oriental Ave. • Box 366 • Fishers Island NY • 06390**

**Job Title:** Community Librarian

**Salary Range:** \$30-40/hour commensurate with experience and qualifications

**Hours:** 20-30 hours/week

**Location:** Fishers Island, NY. Hybrid optional (2-3 days/week on-site, negotiable). Stipend may be provided to offset cost of commuting by ferry from New London or Noank, CT.

### **Community Librarian-Overview**

The Fishers Island Library seeks a dynamic and innovative Community Librarian to co-lead our library with our Head Librarian. This role emphasizes community outreach, administrative leadership, program development, and staff collaboration. The ideal candidate collaborates with the Suffolk Cooperative Library System (SCLS) and partners with local Island organizations to enhance library services, present compelling programs, and cultivate positive community engagement. The Community Librarian promotes and fosters the use of available digital resources by both year-round and seasonal residents, extending the Library's existing footprint beyond its walls.

As we are a small library in a small community, the Community Librarian has the opportunity to be involved in all aspects of librarianship. This position offers avenues for continuing education, training, and long-term growth. Fishers Island Library is a friendly place to work, surrounded by the Island's natural beauty, and is the heart of our community.

### **Key Responsibilities:**

#### **Community Outreach and Partnerships:**

- Gather data to assess the specific needs and interests from the local community.
- Introduce and promote valuable Suffolk Cooperative Library System (SCLS) resources to the community and facilitate their effective use.
- Develop and nurture partnerships with Island organizations to create collaborative programs that strengthen community ties and increase library usage.
- Present SCLS resources to the Fishers Island School students and staff at least once a year and support student use of the Library.
- Teach and assist patrons and staff in accessing and using digital resources effectively.

#### **Program Development:**

- Collaborate with the Programs Committee and Head Librarian to design and implement diverse programs for adults and children that cater to the interests of both the year-round and seasonal residents.
- Schedule, organize, and host weekly summer events (July/August) in partnership with the Programs Committee.

- Plan, promote, and host monthly or biweekly events from September to June.
- Coordinate special events such as Crafts & Coffee and Library celebrations with the Head Librarian.

#### **Administrative Leadership:**

- Act as a liaison with the Suffolk Cooperative Library System (SCLS).
- Collaborate with the Head Librarian to prepare and submit the Library's annual report and other key reports related to library operations.
- Provide ongoing support and backup for the Head Librarian as needed, ensuring a cohesive workplace.
- Work with the Library Board and Head Librarian to train and support new staff and summer interns as needed.

#### **Interaction with the Library Board:**

- Work with the Board to ensure library programs, services, and resources are continually evolving.
- Regularly present updates and reports to the Board regarding the Library's performance, community impact, and emerging opportunities.
- Recommend key areas for growth, innovation, and improvement, while ensuring the Library remains a community-focused institution.

#### **Professional Development:**

- Take advantage of professional development or continuing education opportunities to improve service to the Library and the community.
- Stay informed about developments in library practices and community engagement. Attend workshops, conferences, and training sessions to bring new and innovative ideas to the Library.

#### **Minimal Qualifications:**

- Undergraduate degree.
- Excellent communication and interpersonal abilities.
- Proven ability to build and maintain community partnerships.
- Ability to work collaboratively with diverse groups and stakeholders.
- Curiosity, enthusiasm, and creativity.
- Proficiency in using technology, including computer operation and Microsoft Office Suite (Word, Excel), and the ability to learn and use the library circulation and reporting system.

#### **Preferred Qualifications:**

- Degree in Library Science, Information Science, or a related field.
- Experience working in a library or similar setting.
- Familiarity with library systems and community engagement strategies.
- Strong leadership and organizational skills.

**Location:**

Fishers Island, NY, is located off the coast of New London, CT. Limited housing is available on the island or it is commutable from New London, Noank or other nearby CT locations via ferry. Learn more at [fishersisland.net](http://fishersisland.net).

**Application Process:**

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and vision for the role. Applications should be sent, along with two professional references, to Bonnie Benkard, President Fishers Island Library Association at [president@filibrary.org](mailto:president@filibrary.org).

**Join us in shaping the future of the Fishers Island Library and making a positive impact in our community.**