

August 6, 2025

**Position Available:** Library Outreach & Education Coordinator, Full-time

**Salary:** \$50,000 – \$56,000 (based on experience)

Plus, benefits include 100 % coverage of the cost of individual NYSHIP Empire Plan enrollment; 8% matching 403 (b) contribution; paid time off; paid sick leave

**Schedule:** 35 hours per week (including nights) plus weekend rotation

Brookhaven Free Library seeks a full-time Librarian or Educator to join our customer service-driven team. Our ideal candidate enjoys helping community members of all ages and is looking to share their creative talents through the development and execution of unique enrichment offerings. They also have a demonstrated track record of effective behavior management and are well suited to guide, support, and encourage patron utilization of library resources.

### **TYPICAL WORK ACTIVITIES**

- Provides informational services, including readers' advisory and digital literacy instruction, to patrons of all ages
- Plans, implements, and promotes creative enrichment opportunities for patrons of all ages (with special emphasis on providing early education enrichment opportunities)
- Supports the needs of district students, families, and educators by providing engaging and developmentally appropriate outreach offerings, including large group presentations
- Fosters relationship building between the library and surrounding education centers
- Closely collaborates with colleagues on library initiatives and daily activities
- Works on other related tasks and special projects as assigned
- Facilitates early childhood development and parent education by leading programs and engaging with children and families, while providing supportive guidance to caregivers in fostering their child's growth

### **SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

Enthusiasm for public service; ability to effectively communicate clearly and with courtesy, both orally and in writing; exceptional customer service skills; ability to foster effective working relationships with co-workers, patrons, members of community, and professional organizations; excellent computer and digital literacy skills; passion for lifelong learning; thorough working knowledge of early childhood learning fundamentals; creativity and demonstrated effective instruction skills.

## **MINIMUM QUALIFICATIONS**

- Master's Degree in Library Science or an Education-related field
- Customer service experience; early childhood education experience
- Creativity and passion for learning; Experience working with children ages 0-5 is a must
- Proven ability to speak confidently and effectively in educational and community settings
- Proficiency in Microsoft Office, Google Workspace, and basic computing
- Flexible availability

Interested candidates should send a cover letter and resume to Alexis Camarda, Library Operations Manager at [acamarda@brookhavenfreelibrary.org](mailto:acamarda@brookhavenfreelibrary.org)

Interviews will be scheduled on an ongoing basis until the position has been filled

*The Brookhaven Free Library is an Equal Employment Opportunity Employer*

*\*This is not a civil service position\**