



WE ARE HIRING



YOUTH SERVICES SPECIALIST (PART-TIME)

We are a suburban library with an enthusiastic public. We are looking for an energetic person to enhance our youth services programs and continue our involved presence in the community.

MINIMUM QUALIFICATIONS:

- 1-3 years of previous experience in a library (preferably public)
- Bachelor's degree or higher; preferably MLS / MLIS student

JOB RESPONSIBILITIES:

The Youth Services Specialist works under the direction of the library Director. The Youth Services Specialist assumes responsibility for the library in absence of the Director or senior staff members. Responsibilities include but are not limited to:

- Assist circulation staff with daily responsibilities as needed Collection development and maintenance of Juvenile and YA materials, including selection, ordering, weeding, and cataloging.
- All programs and services to children and teens. (babies – grade 12).
- Assigned youth services budget.
- Children's reference service and serve as a back-up adult reference.
- Monthly statistics for the Children's and YA Department.
- Outreach including continuing the partnership with the Fairfield & West Essex Regional schools, recreation department, and various municipal and community organizations.
- Seasonal, thematic, or subject specific displays/decorations to make Children's Room inviting.
- All children's room publicity and updates to the library website and social media.
- Library Newsletter and eNewsletter.
- Coordinate and plan for Summer Reading program, Fall Festival, Touch A Truck events.
- Attend professional meetings and workshops.
- Perform other duties as assigned or as needed.

HOURS:

Part Time (28 hours per week). Schedule will vary and includes evenings and Saturdays, depending on the needs of service.

BENEFITS:

Pro-rated Vacation, Sick and Personal Time. As of 2022, pro-rated Holidays are also given to part time staff.

HOW TO APPLY:

Please email in one .pdf format a cover letter and resume with three references to Maria Manigbas at manigbas@ffpl.org, with a subject line: "PT Youth Services Specialist."