

Metuchen Public Library

Part-time Librarian (Youth Services)

Metuchen Public Library is seeking a successful candidate who is a great team player with a strong commitment to promote and support teen services, especially for grades 6 and up. The candidate is highly motivated, has superior customer service, creative and innovative programming ideas for virtual or in-person programs, and is enthusiastic with community outreach to schools and organizations, has extensive knowledge of teen literature and resources to build and maintain a well-balanced collection for teens and tweens. The candidate has the desire and drive to make a difference in services of the needs and interests of teens, youth, and their families in a diverse Metuchen community.

This is a 21-25 hour per week position, including one evening, and rotated Saturdays and Sundays. Flexibility is a plus. Experience working in the library with teens preferred.

Job Summary

The Part-time Youth Services Librarian is responsible for advocating, planning, outreach, and conducting innovative programming and services that meet the needs of teens, youth, and families in the community. The primary responsibilities are reference, reader's advisory, virtual and in-person programming including STEAM-related programs, collection development, leading and supervising the Teen Advisory Board, promoting and publicizing the youth services programs through library social media and newsletter, working closely with schools and the community; supervises teen volunteers; performs related work as assigned. This position is under the general supervision of the Library Director.

Primary Responsibilities But Not Limited To:

- Creates and maintains a welcoming, organized, accessible and safe environment for teens, youth, and their families/caregivers
- Provides reference and readers' advisory services to different age groups based on various interests, and reading abilities
- Selects, purchases, displays, and maintains appropriate and effective collections and resources meeting the interests of teens and tweens, as well as a complement to the school curriculum
- Creates, plans, and offers innovative and educational programs and activities for teens and tweens
- Organizes, leads, and supervises Teen Advisory Board with regular meetings and activities as well as community-wide services as needed

- Partners and collaborates with schools, businesses, and organizations for community outreach to provide a variety of age-appropriate programs and to enhance and promote library youth services
- Conducts school visits, and participates in the Back to School Nights, organizes innovative programs in NJ Makers Day, Summer Reading program, and a variety of community events for tweens and teens
- Manages appropriated budget and provides a clear, and accurate monthly report and statistics
- Represents the library in meetings with the public, community groups, and other agencies
- Maintains professional skills and knowledge related to youth and teen services and participates in professional associations as time permits, including teen or youth services committees and groups

Required Knowledge/Abilities

- Ability to develop a depth of knowledge of youth and teens literature
- Ability to stay up to date with library trends and technology for teens and tweens
- Ability to design, promote, execute, and evaluate programs and activities for children and teens of all abilities to support diversity and inclusiveness
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to understand and interpret library policies and procedures
- Ability to be organized at work and efficient use of time
- Bend, push, and lift up to 25 lbs. including emptying book bins, packing books, and handling shipment of new books

Qualifications

- Master's Degree in MLIS from an ALA-accredited college or university
- Must have a New Jersey Professional Librarian Certificate
- One to three years of library experience; working experience with teens and tweens preferred
- Must successfully pass a six-month probationary period
- Must be a New Jersey resident at least within one year of employment. "New Jersey First Act" (P.L. 2011, c. 70)

Salary: \$28.00 per hour

Interested candidates, please email resume with cover letter, and two references to Hsihsi Chung, Library Director, Metuchen Public Library, 480 Middlesex Ave, NJ 08840, at: hsichung@lmxac.org. Only candidates selected for interviews will be notified. Employment offers are conditional upon a successful background and reference check and include a six-month probationary period. Metuchen Public Library is an Equal Opportunity Employer. Applicants must comply with the "NJ First Act".