

## Part-time Children's Reference Librarian

The Palisades Free Library in Palisades, NY is seeking a dynamic part-time children's librarian to join our dedicated and friendly staff. Duties include selecting youth reading materials and coordinating presenters for youth programs for ages birth through 12. This position includes work at the reference desk answering questions from all age groups. A Masters in Library Science is preferred but those currently enrolled in an ALA accredited library science program are encouraged to apply. Knowledge of children's literature and trends and practices in the field of youth librarianship are required. This is a 12-16 hour a week position that includes one evening a week and one weekend a month. Pay commensurate with experience. Starting salary for a librarian with an MLS is \$25 an hour.

Please send resume and a cover letter to Debbie Firestone [dfirestone@rcls.org](mailto:dfirestone@rcls.org) by April 3, 2019.

### Examples of Work:

- Engages the public with positive, pleasant and professional customer service
- Selects and orders books and materials for ages birth to twelve
- Provides reader's advisory to children and families
- Conducts bi-weekly story times for infants and their care givers
- Hires presenters for other monthly youth programming
- Manages summer reading program for children ages birth to twelve
- Organizes, displays and maintains the collection in the children's room
- Conducts outreach to the community through school visits in the spring and fall
- Coordinates outreach and summer reading programs with the other 4 South Orangetown children's librarians
- Posts to the library blog, Facebook and other social media accounts
- Maintains children's page on the library website
- Attends LARC and RCLS youth services meetings

### Required Knowledge, skills and abilities:

- Masters of Library Science or currently enrolled in ALA accredited school
- Coursework in serving youth populations
- Knowledge of and interest in children's literature
- Knowledge of trends and practices in the field of youth librarianship
- Enjoys working with children and families
- Ability to get along with patrons and staff
- Knowledge of general computing principles and ability to create and edit documents in MS Office
- Ability to post to social media
- Ability to demonstrate how to use library databases and ebooks
- Ability to make decisions and to work independently
- Is dependable, complies with work schedules and attendance requirements
- Possess good command of the English language and communicates clearly, both orally and in writing
- Ability to physically perform the duties such as using a step to reach high shelves, bending or stooping to reach low shelves and carrying books and materials