

Job Posting: Part-time Children's Librarian

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Inbox

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Sandra Shaw <sshaw@nioga.org> Thu, Sep 22, 2022, 10:36 AM

to NYLINE, WNYLIB-L, bcc: Barb, bcc: Melanie

The Community Free Library in Holley, NY is seeking an energetic and community-focused person to fill the part-time Children's Librarian position. The Children's Librarian is responsible for planning and promoting the children's programs, managing the children's budget and materials purchase, and providing relevant and engaging service to our patrons. This individual welcome and interacts with children of all ages and their caregivers, with the goal of promoting the love of reading and an appreciation of libraries. A passion for children's literature and working with children and caregivers is essential. The Children's Librarian reports directly to the Library Director. Hours include two evenings a week and two Saturdays per month, 32 hours per week. Starting salary is \$32,000. Although the position is currently part-time, we are exploring the potential for expanding the position to full-time. An MLS or within 6 hours of completing your MLS degree is required, with the possession or eligibility for a New York State Public Librarian's Certificate. A Civil Service Exam is not required.

Duties include, but are not limited to:

- Plans, organizes, directs and manages all aspects of the Children's Library services in conformity with the policies established by the Library Board of Trustees and the Library Director

- Assumes responsibility for all staff and the building in the absence of the Director Develops and maintains a line item budget of expenditures

- Purchases and prepares children's materials Designs, promotes and presents the children's weekly story hours and other age appropriate Children's programs including the Summer Reading Programs

- Provides weekly publicity for all children's programming in multiple media formats Creates and provides outreach programs with local educational institutions and community organizations Creates displays that will entice children to read and participate in library programs

- Apply for appropriate grants

- Collect and report statistics for monthly and yearly reports for the Library Director

A complete job description is available upon request Please email a cover letter and resume to: Sandra Shaw, Library Director Community Free Library sshaw@nioga.org or via US mail to Sandra Shaw, Library Director Community Free Library 86 Public Square Holley, NY 14470

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Sandra Shaw
Library Director
Community Free Library
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