



## **JOB OPENING: Full-time Youth Services Librarian**

**Plainsboro Public Library** seeks an energetic, positive, and self-motivated Youth Services Librarian for a full-time position. The Youth Services Librarian position presents an exciting opportunity for an engaged, self-motivated candidate to bring their enthusiasm and creativity to the youth and families of the Plainsboro community. The Youth Services Librarian should possess strong external and internal customer service skills including providing friendly, high quality customer service to library patrons, making people feel welcome, and offering assistance to ensure the needs of the public are being met. A Youth Services Librarian has an in-depth knowledge of children's and teen literature and provides high quality readers advisory in addition to assisting with the development and maintenance of all youth library collections and materials. The Youth Services Librarian is responsible for the planning, implementing, promoting, and evaluation of engaging and innovative youth programming for all ages with a focus on early literacy and special populations.

### **Responsibilities may include but are not limited to:**

- Provide reference service in person, by telephone, and electronically to the children, tweens, teens and their caregivers;
- Assist customers in the use of department resources, print and electronic;
- Provides high quality reader's advisory to assist customers in selecting materials appropriate for their age group, interest, and reading capabilities;
- Participate in outreach in the school district and township to bring the library out of the building;
- Provide information about and registration for department programs;
- Provides customers with assistance at the public computers and equipment in the Science Center including troubleshooting problems;
- Oversees and directs the work of library pages and volunteers;
- Provides adult information desk assistance as needed;
- Develop and execute programs for children and teens, including traditional programming such as story times as well as special events and performers;
- Create and execute STEAM and tech-based activities that maximize use of the Science Center in the department;
- Participate in the planning and implementation of the library summer reading program;
- Prepare statistical and narrative reports and evaluations for the Assistant Director of Public Services;
- Participate in the selection of materials for the children's, tween, and teen collections;
- Identify potential grant opportunities and work with fellow staff to draft and submit grant proposals; and
- Other duties as assigned

### **Knowledge, Skills, Abilities:**

#### **Knowledge of:**

- the principles, practices and techniques of modern library operation;
- current trends in the delivery of library services to children, tweens and teens;
- children's, tween, and teen literature and resources;
- library software, apps and common computer software such as MS Office; and
- library research techniques.

**Ability:**

- to maintain accurate records and statistics and complete reports;
- plan and execute teen and children's programs;
- to cultivate a warm and welcoming environment for younger patrons.
- to exercise initiative and independent judgment;
- to complete tasks either independently or collaboratively and within a specified timeframe;
- to establish and maintain effective working relationships with department supervisor, library staff, and patrons; and
- to communicate ideas effectively both orally and in writing.

**Education and experience:** A Youth Services Librarian must have a master's degree in library science from an ALA accredited library school. Experience working in Youth Services in a public library is a must. Demonstrated knowledge of children's and teen literature is expected. A New Jersey Professional Librarian Certificate must be on file.

**Schedule:** 35 hours per week, including weekday, evening and weekend shifts

**Salary:** \$54,953 for MLS Librarian; Generous benefits package.

**Application:** For consideration, please send a cover letter and resume to: [jobs@plainsborolibrary.org](mailto:jobs@plainsborolibrary.org) Include "YS full-time position" in the email subject line. Please no phone calls. 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. Plainsboro Public Library is an Equal Opportunity Employer. Applicant must comply with the "NJ First Act."