



Job Opening

Join Our Team as a Part-Time Teen Services Librarian

Position overview: Under the direction of the Head of Youth Services, the Part-Time Teen Services Librarian will assist in the planning, organizing, and selection of materials for our young adult collection. This role focuses on engaging teens through innovative programs, materials, and services tailored to their interests and needs.

Key Responsibilities:

- Plan and implement a variety of innovative and developmentally appropriate programs and activities for teens in grades 6-12, including reading groups, STEAM activities, gaming events, and more.
- Participate in the selection, ordering, and maintenance of the young adult collection, including creating engaging book displays, and contribute content to the library's website and social media platforms to increase visibility and engagement.
- Supervise and support teen volunteers, encouraging both group and individual library use for research and projects.
- Provide reference and readers' advisory services with a friendly demeanor to users of all ages, primarily serving teens, and represent the library at community events and school visits to promote library services and programs.
- Prepare monthly written and statistical reports for the Head of Youth Services and participate in professional development, engaging in special projects as needed.
- Perform other duties as assigned.

Qualifications:

- Master's Degree in Library Science (ALA accredited) with a focus on youth services/teens, and a valid New York State Public Librarian Certification preferred.
- Proficient in navigating PC office environments and internet browsers to utilize the Library's Evergreen catalog and Integrated Library System (ILS) - mobile devices and knowledge of Google Suite are a plus.
- Strong public service orientation and knowledge of young adult reading interests.
- Excellent written and oral communication skills.
- Strong interpersonal skills with the ability to build rapport with patrons and team members.
- Ability to work under pressure, prioritize projects, meet deadlines, and provide outstanding service.
- Bilingual (English/Spanish) preferred; must be reliable and willing to work a flexible schedule.

Benefits include vacation, sick leave, membership in the NYS Retirement System, 401(k) options, and other voluntary benefits.

Compensation: \$25-\$30 per hour, depending on qualifications and experience.

This part-time, non-exempt position requires 26 hours per week. The preferred schedule is Monday, Tuesday, and Thursday from 1 to 6 pm; Wednesday from 10 pm to 6 pm; and Friday from 1 to 5 p.m.

Interested candidates should submit their resume and a cover letter detailing their experience and qualifications using the link below:

<https://form.jotform.com/253454256361154>

Application Deadline: until the position is filled.

The Field Library is an Equal Employment Opportunity employer.