



Mount Vernon Public Library
28 South 1st Ave
Mount Vernon, NY 10550
(914) 668-1840
Contact: Scott Griffith Ext. 211 or Timur Davis Ext. 215

Children's Librarian Trainee Part-Time 17 ½ Hours per week

Under the guidance and mentoring of the Children's Librarian, the Children's Librarian Trainee assists the Children's Librarian by providing high quality programs and library services to children ages 0 to 12 and their caregivers.

DUTIES AND RESPONSIBILITIES:

Provide high quality programs and library services to children ages 0 to 12 and their caregivers. Participates in outreach to local schools and with maintaining and developing collections based on community needs and interests. The Children's Librarian Trainee reports to the librarians. This position is intended for students wishing to gain experience in librarianship and information work while obtaining a Master's Degree in Library Science or Library Information Science and have completed at least 9 credits.

- Excellent internal and external customer service and library service in response to the information needs of library users and the overall community with an emphasis on children.
- Under the direction and guidance of the Children's Librarian, assists with programming, reader's guidance and reference services.
- Assists customers with the use of print and electronic resources. Recommends and refers customers and parents to alternative sources of information (internal and external to the library).
- Assists in maintaining a pleasant, inviting, safe environment.
- May perform one or more of the following duties: investigates technologies that will improve services; creates, develops, maintains, or contributes to the library web pages and social media; compiles bibliographies and/or develops library user guides.
- Promotes library collections and services to the public.
- Performs reference interview and reader's advisory services. Provides feedback and ideas to the Children's Librarian on collection development.
- Monitors the public service floor. Assembles and arranges displays of books and other library materials.
- Maintains reference and circulation materials.

- Publicizes programs. Participates in the planning and conducting of programs for children and their caregivers including: toddler and pre-school reading times, picture book hour, arts and crafts programs, and summer reading clubs.
- May support the Children's Librarian with providing outreach to area elementary and nursery schools and community organizations serving children and families, informing them of library services and to develop partnerships for collaboration. Maintains and cultivates contact with schools and parents.
- Performs other duties as assigned.
- **Competitive Salary**
- **Starting \$31.00 Per Hour Flexible**

The schedule for this position will include Saturdays and evenings.

REQUIRED QUALIFICATIONS:

- Must be enrolled in a Master of Library Science/Master of Library Information Science program from an ALA-accredited library school and have completed a minimum of 9 credits.
- A New York State Public Librarian's Certificate is required immediately upon completion of the MLS/MLIS degree.
- Must have the ability to work with a diverse population of both children and adults. Effectively provide excellent customer service to a large number of children and their caregivers simultaneously.
- Excellent computer, communication and organizational skills required.