

TUCKAHOE PUBLIC LIBRARY

71 Columbus Avenue Tuckahoe, New York 10707 914-961-2121 FAX 914-961-3832
www.tuckahoelibrary.org

Position Available

Youth Services Librarian 2, Full-Time

Tuckahoe Public Library

The Tuckahoe Public Library is seeking a full-time youth services librarian 2 with background and experience in children's and teens' literature and programming to join our team during an exciting time of growth as we finish a full-library renovation. This position will report directly to the Director of the Library.

The Village of Tuckahoe is within easy commuting distance to Manhattan and all that New York City has to offer including a Metro-North train station which is a less than 10-minute walk from the library.

As a NYS-chartered municipal public library, the Tuckahoe Public Library is governed by a volunteer Board of Trustees appointed by the Village Board of Trustees.

Job Summary:

The youth services librarian 2 plays a crucial role in leading, planning and enhancing library services for children and teens. This position involves program development, leadership and supervision of staff and volunteers, as it relates to youth programming.

The youth services librarian will develop, implement, and oversee engaging programs and services and create a warm, welcoming and dynamic environment for children and teens. The role focuses on promoting literacy, fostering a love for reading, and providing educational resources. The ideal candidate will have relevant children's experience, strong communication skills, creativity, and a passion for youth development. The role also involves collaborating with schools and local community organizations to support the educational and cultural needs of the youth in our Village. The librarian will also be involved in planning and managing the budget for collection development and programming.

Key Responsibilities:

- **Program Development:** Plan, organize and implement and evaluate age- appropriate programs and special events for children and teens, ensuring alignment with community needs.
- **Collection Development:** Manage and curate a diverse collection of youth materials, including books, digital resources, and multimedia, while staying updated on trends in youth literature and managing the budget.

The Tuckahoe Library is the heart of the community.

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- **Outreach and Community Engagement:** Build partnership with schools, community organizations and families to promote library resources and services. Create promotional materials and engage with the community through social media and flyers. Participate in special local events.
- **Reference Services:** Provide reference and readers' advisory, and technology assistance services to youth and their caregivers and other patrons. Create book displays for easy access to current topics.
- **Supervision:** Provide guidance and support the work of professional, clerical and volunteers' personnel fostering a collaborative team environment and serve as a backup for the library director.
- **Assessment and Evaluation:** Conduct regular assessments of programs and services, utilizing feedback to improve offerings and demonstrate impact.
- **Training and Workshops:** lead training sessions for staff on youth services, best practices, and current trends.
- **Grants:** Develops and administer grants.

Qualifications:

- Possess a master's degree in library science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices, and more than two years of professional library experience.
- Possession of a New York State Public Librarian Professional Certificate.
- Experience in youth services or children's programming in a library or educational setting – minimum of 3 years
- Knowledge of Evergreen ILS system is a plus.
- Strong knowledge of children's and adolescent literature, trends, and developmental stages.
- Strong organizational and interpersonal skills, with the ability to connect with youth and caregivers from diverse backgrounds.
- Ability to conduct assignments independently and in groups. Prepares statistical and narrative reports of activities and correspondence.
- Proficiency in technology, digital resources, Microsoft office and social media.
- Courtesy in dealing with staff and public.
- The candidate must be reachable on Librarian 2 Westchester County Civil Service List.

Annual salary range offered: \$ 68,000- \$82,000. Benefits include health Insurance, dental, vision, NYS Retirement, Employee election deferred compensation plan.

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Contact: Please send resume and cover letter to Swadesh Pachnanda, Library Director at spachnan@tuckahoelibrary.org

Swadesh Pachnanda
Tuckahoe Public Library
71 Columbus Avenue
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