

DENVILLE PUBLIC LIBRARY JOB POSTING

The Denville Public Library is seeking a part-time Youth Services Assistant to work approximately 24 hours per week with an emphasis on conducting programs for children, tweens, and teens. This position will be the “public face” of our Youth Services Department and will require someone who is outgoing, positive, flexible, confident, and a true “people person.”

The hours we are looking to fill are somewhat flexible but will require work on one weeknight, Friday mornings, and one full Saturday shift (9 am - 5 pm) once per month. One Friday night per month (Teen Night) and one Sunday morning per month (Sunday Funday) are also required, as are occasional extra hours for special events like our Summer Reading Kickoff, End of Summer Party, and Trunk or Treat.

This position is scheduled to start on or about January 6th, 2025 but a successful applicant is welcome to start sooner.

Responsibilities for this job include but are not limited to:

1. Develops and conducts a full range of library programs such as story hours, dance parties, library tours, book talks, craft programs, reading clubs, Teen Nights, STEM programs, nature programs, and other activities in accordance with the library’s Strategic Plan. Library programs may take place at the library, in our meeting room, or at an alternate location, such as the Denville Town Hall Community Room, local schools, and neighboring parks.
2. Conducts school visits for events like Summer Reading, Hour of Code, and Read Across America Day and performs outreach to local preschools, businesses (including Rockaway Townsquare Mall), and other organizations.
3. Has main responsibility for the library’s participation in special events, including Downtown Denville’s Holiday Open House, summer lake visits, and more.
4. Hosts Scout programs at the library, provides tours, and works directly with home-schooling children and populations with intellectual disabilities or other special needs.
5. Plans ongoing series of programs for kids and teens, to be offered at various times, including weekends, evenings, and as part of Summer Reading.
6. Helps develop and build weekly take-home craft kits for kids, tweens, and teens.
7. Answers questions, assists children and caregivers in selecting library materials, and helps patrons find information.
8. Works a monthly lunchtime shift at the front circulation desk and occasionally covers circulation and/or reference in emergent situations.

A college degree is preferred, although applicants with some college credits and relevant experience will be considered. It is especially important that the applicant is comfortable working with children of all ages and their caregivers. The applicant must have strong working knowledge of childhood development.

Please note that the applicant must be able to perform the essential functions of this position with or without reasonable accommodation, which include lifting items weighing up to 20 pounds and pushing heavy book carts. This job also requires sitting on the floor, bending to the floor, reaching above the head, and occasional standing for long periods of time.

To apply, please send a meaningful cover letter and your current resume to Maryellen Liddy, Youth Services Supervisor at maryellen.liddy@denvillelibrary.org. No phone calls, please.

Successful completion of a two-step background check is required of all library staff members. The Denville Public Library is an equal opportunity employer.

The starting salary for this position is \$15.30 per hour; however, final salary will be determined based on education and experience.