

DENVILLE FREE PUBLIC LIBRARY

JOB OPENING

POSITION:

Part-Time Youth Services Assistant

The Denville Public Library is seeking a part-time Youth Services Assistant to work approximately 18 hours per week. This assistant will be a “floater” in the Youth Services Department, assisting with children’s programs, readers advisory services, craft preparation, and shelving books.

The hours for this position are:

Monday 2-8

Tuesday 10-4

Wednesday 10-4

One full day Saturday per month (9-5)

Occasional help at Sunday special events like our Summer Reading Kickoff, End of Summer Party, and Trunk or Treat is also required.

DUTIES AND RESPONSIBILITIES:

1. Develops and conducts library programs, including storytimes and craft programs. Library programs may take place at the Library or at an alternate location.
2. Helps develop and build weekly take-home craft kits for kids, tweens, and teens.
3. As needed, visits local schools and meets with community and scout groups to present information about library services and programs.
4. Answers questions, assists children and caregivers in selecting library materials, places holds, and helps patrons find information.
5. Shelves items in their proper location, organizes materials for convenient access, and searches the library for misplaced materials.
6. Stays abreast of digital library collections and makes recommendations to patrons.
7. Keeps children’s room and teen area clean and orderly.
8. Works a monthly Saturday lunchtime shift at the front circulation desk and occasionally covers circulation and/or reference in emergent situations.
9. Performs other related work as required.

This job requires lifting items weighing up to 20 pounds and pushing heavy book carts. It also requires sitting on the floor, bending to the floor, reaching above the head, and occasional standing for long periods of time.

EDUCATION, TRAINING AND EXPERIENCE:

1. A college degree is preferred, although applicants with some college credits and relevant experience will be considered.
2. Comfort working with children of all ages and their caregivers.
3. Strong working knowledge of childhood development.

4. Good communication skills.
5. Ability to multitask.
6. Flexibility.

SALARY:

Commensurate with experience.

Please send resume and cover letter to Maryellen Liddy, Youth Services Supervisor at maryellen.liddy@denvillelibrary.org. Position open until filled. No phone calls or visits, 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.