

Part-Time Youth Services Librarian – Roselle Park Veterans Memorial Library

The Roselle Park Veterans Memorial Library, located in the Borough of Roselle Park, NJ, is seeking a dynamic, friendly, and detail-oriented Part-Time Youth Services Librarian to join our library. The ideal candidate should be personable and self-motivated, with excellent communication, customer service, and technology skills. Must be a team player.

Primary Job Responsibilities:

- Provide storytime, summer reading program, and programming throughout the year.
- Responsible for ordering, cataloging, and collection maintenance.
- Promote library programs via social media and outreach.
- Assist with programming, displays, flyers, and other publicity materials.
- Troubleshoot patron issues and provide reference services.
- Perform other duties as assigned.

Abilities:

- Must have knowledge of children's and youth services literature and programming.
- Must possess expertise in Microsoft Office, social media, and proficiency with digital apps.
- Maintain working relationships with community organizations, the public, and colleagues.
- Learn the library's automated circulation system, policies, and procedures.
- Bend, reach, and lift up to 40 lbs.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. Proficiency in Spanish preferred.

Qualifications:

- MLS is preferred, but current MLIS students will also be considered.
- Prior experience in youth services is preferred, but not required.
- Computer expertise with email, search engines, Windows and Microsoft, and social media.
- Fluency in Spanish is a plus.
- Familiarity with SirsiDynix system preferred, but training will be provided.
- General knowledge of library policies, procedures, and practices a plus.
- Work schedule will include: Four days a week and one Saturday a month for a total of 25 hours a week. Additional hours possible to cover other shifts when needed.

Compensation: \$29.03 per hour.

How To Apply:

Please submit your cover letter, resume, and three professional references to Audra Osorio, Library Director, 404 Chestnut Street, Roselle Park, NJ 07204 or aosorio@rosellepark.net.

Employment is contingent upon completion of a reference check, and approval by the Library Board of Trustees. Position is open until filled. Please Note: The Library will only contact candidates they wish to interview.