

YOUTH SERVICES LIBRARIAN

POSITION DESCRIPTION

Responsible for all children and teen services, programming, and activities. This includes working with the Executive Director in the development of budgets for those events as well as the annual summer reading programs. Coordinates home-schooling services. Maintains statistics and assessment of children and youth programs and services. This position reports directly to the Assistant Director.

SPECIFIC DUTIES

- Works closely with the Assistant Director in planning all children and youth programs.
- Plans and provides in-person programming for pre-K through 12th grade patrons. This includes pre-K and after-school and special programming.
- Plans and conducts preschool story hour and preschool learning hour on a weekly basis.
- Plans and conducts off-site programming in all schools in the Greater Amsterdam School District.
- Plans for and requests ordering of supplies and other items as needed for youth programming.
- Assists Assistant Director with planning and implementing of summer reading program.
- Communicates with home schoolers, teachers, students, parents and community members to help improve youth library services.
- Compiles statistics and assesses the impact and success of all youth programs throughout the year.
- Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory.
- Organizes and gives tours of the library and its services to school groups, etc.
- Staffs the public services desks as needed.
- Attends training, workshops, conferences and other continuing education.
- This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change anytime, with or without notice, in accordance with the needs of Amsterdam Free Library.

QUALIFICATIONS

- Master's degree of Library and Information Science or its equivalent from a library school accredited by the ALA. Candidates that will receive their credentials within 6 months will be considered.

- Successful candidates will hold a New York State Public Librarian's Professional Certificate within 6 months of hire.
- Commitment to customer-centered, quality public library service
- Supervisory experience preferred
- Spanish-speaking skill desired
- Excellent oral, written and presentation skills
- Instructional or training knowledge and experience
- Physical strength and dexterity are required to handle library items and boxes up to 30 pounds in weight.

WORK CONDITIONS

- Evening and weekend work required
- Salary: \$45,000 - \$47,500
- Generous Benefits package PTO, sick time, Simple IRA (NOT part of NYS Retirement), 100% employer paid medical insurance.

All applications must be submitted by email amslib@mvls.info and include a letter of interest, resume, and list of three references with current phone numbers and email addresses.

Applications will be accepted until the position is filled.

The Amsterdam Free Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status.