



Rose Memorial Library Job Description

Job Title: Full-Time Youth Services Librarian (approximately 35 hours per week)

Summary: Under the general direction of the Library Director, plans and implements programs and public services for youth and teens, provides reference and reader's advisory services, assists and instructs patrons on use of electronic and print resources and Library technology, creates publicity for children's and teen programs and library events, presents story times, book discussions, tours and other special programs, keeps up to date on popular youth literature, current trends, events and patron requests, orders new and popular children's and teens materials, maintains children and teen collections.

Essential Job Functions:

- Develops, coordinates and markets programs for pre-school through high school grade levels with an emphasis on literacy development and the love of reading.
- Uses reviewing tools to select materials on the basis of established criteria and the needs of customers.
- Weeds and maintains the collection to provide a current, relevant, and timely collection.
- Promotes the use of the library by the community; communicates effectively and professionally within the community.
- Provides reference and homework assistance and performs readers' advisory services.
- Plans, promotes, and implements ongoing programs, such as the Summer Reading Program, story times, and teen programs.
- Attends meetings and professional development workshops relevant to children's and teen services.
- Assists with preparation of reports and maintenance of records related to the Annual Report, Board report, and any sources of funding, such as grants.
- Updates the children's and teen pages and events calendar of the library web site.
- Contributes to grant writing and fundraising for youth services.
- Performs all other duties as assigned.
- Coordinates and supervises teen volunteers.
- Attends professional workshops and conferences.

Knowledge, Skills, and Abilities:

- An individual who demonstrates initiative is a well-motivated, self-starter.
- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Ability to communicate and follow instructions, both orally and in written form, in the English language.
- Excellent computer skills including knowledge of Microsoft Office Applications including Word, Excel, PowerPoint, and Publisher.
- Knowledge and experience using an automated library system and databases.
- Ability to maintain strict confidentiality in all aspects of the job.
- Ability to develop and maintain a positive and effective working relationship with fellow employees, supervisors, vendors, and the general public.
- Adheres to departmental, personnel, and safety policies and procedures.
- Ability to operate various types of office equipment to include phone, fax, computer, calculator, copier, credit card machine, etc.
- Ability to work evenings and weekends.
- Professional appearance and attitude.

Minimum Qualifications:

- Master's Degree in Library Science from an American Library Association accredited college or university.
- New York State Public Librarian Certificate within 3 months of start date.
- Coursework or experience in working with children's and teen collections and youth services.
- One year professional experience working in a public library preferred.

Rose Memorial Library is located in Stony Point, NY, a friendly suburban community in scenic Rockland County, about 30 miles north of New York City. The library is a member of the Ramapo Catskill Library System. Library website:

www.rosememoriallibrary.org.

Please email or send letter of application and resume to:

Jennifer Brown, Library Director
Rose Memorial Library
79 East Main St.
Stony Point, NY 10980
Email: jbrown@rcls.org
Telephone: 845-786-2100 ext. 10