Job Posting

There will be a part-time Librarian I (Youth Services) vacancy at the Frederick Douglass Community Library of the Rochester Public Library. Anyone meeting the following qualifications is invited to apply:

Any current part-time Librarian I that would like a transfer in grade; **OR**
Anyone possessing an MLS degree and NYS certification.

**DUTIES:**
- Provide reference services to patrons of all ages with particular attention to children and teens;
- Curate the Young Adult print and media collections with input from Site Supervisor and Children’s Librarian;
- Assist the Children’s Librarian in selecting, purchasing, and weeding the children’s collection;
- Assist the Children’s Librarian in planning, promoting, and implementing youth programming and special programming during the summer;
- Offers story time;
- Actively establish and maintain contact with appropriate community organizations to develop joint projects and promote library programs;
- Attend outreach events at daycares, schools, and the Frederick Douglass Recreation Center;
- Meet with the Site Supervisor once per month to review program planning and publicity;
- Supervise and guide clerical staff in processing Young Adult materials;
- Attend local, state and national training/conferences for continuing education as funding and scheduling allows;
- Attend Young Adult Service meetings and share information with Children’s Librarian and Site Supervisor;
- Keep accurate library service statistics and goals for the upcoming month and submit a monthly report to the Site Supervisor;
- Serve as the Librarian-in-Charge when the Site Supervisor is absent;

**SPECIAL QUALIFICATIONS:**
- Ability and willingness to work and communicate with a diverse population of all ages;
- Strong and enthusiastic commitment to delivering excellent customer service;
- Knowledge of evolving trends in Children’s and Young Adult services and literature;
- Genuine commitment to working with children and teens;
- Knowledge and experience with computers and related technology;
- Personal and professional creativity, flexibility, initiative, and good judgment;
- Ability to work independently and accept constructive feedback.

**HOURS:** 20 hours a week: Mondays, 3:00 to 7:00 pm; Tuesdays and Wednesday, 2:00 to 6:00 pm; Thursdays, 2:30 to 6:00 pm; and Saturdays, 9:30 am to 2:00 pm.

**RATE OF PAY:** $23.58 to $27.48 per hour.

**INSTRUCTIONS:** Apply by submitting an employment application to the Rochester Public Library Personnel Office at: 115 South Ave., Rochester, NY 14604 by Tuesday, March 17, 2020.