Children's/Youth Services and Programming Associate

The Roeliff Jansen Community Library in Copake, NY, is seeking an energetic and creative Children's/Youth Services and Programming Associate to develop and oversee the Library's children's and young adult collections and programs. The Associate, who reports to the Director of the Library, also assists with adult programs, circulation and reference duties, materials processing, and community outreach.

The Associate must have strong customer service skills and be able to work with people of all ages and temperaments, especially with children and young adults, be comfortable with computer and A/V technology and savvy with social media, and enjoy working as part of a team.

Specific responsibilities:

- Plan, promote, implement, and evaluate programs for children, young adults, and families
- Maintain and develop the children's and young adult collections, selecting, ordering, processing, cataloging, and repairing materials
- Recruit, train, and work with youth-oriented volunteers including, perhaps, a youth advisory team
- Work with local schools and camps to introduce young people to the Library
- Identify opportunities to secure grants for programs geared to children and young adults
- Assist with planning and implementing adult programs
- Work the circulation desk, field reference questions, assist patrons with computer questions
- Maintain statistics and develop reports
- Take responsibility of the building in the absence of the Director
- Other duties as assigned

Roeliff Jansen Community Library envisions a world in which every individual is inspired and empowered to achieve their full potential as informed citizens and caring individuals. In so doing, we will strive to help the people of our service area to enhance their knowledge, skills, and talents to the benefit of themselves, their families, their communities, and the world at large. We are committed to equal accessibility for diverse populations and intellectual freedom for all. We are also committed to the practices of sustainability and environmental stewardship, which embrace equitable, diverse, and inclusive procedures and programs that are environmentally sound, economically feasible, and socially equitable. All staff are expected to participate in the Library's efforts to foster its commitment to these goals.

Minimum qualifications: Bachelor's degree. MLIS preferred.

This full-time position works 22-26 hours per week. Some evening and weekend hours are required. Hourly rate will be $24-$26/per hour, depending upon qualifications and experience.

Please send resume and letter explaining why you think you would be a good fit for this position, along with the names and contact information for three professional references, to Tamara Gaskell, Director, at director@roejanlibrary.org. Review of applications will begin March 31.