

Employment Opportunity

Alfred H. Baumann Free Public Library
7 Brophy Lane
Woodland Park, NJ 07424
973-345-8120

Position Title: Part-time Library Associate

Hours: Part time approx. 15-20 hours per week
Days, Evenings, Saturday/Sunday hours

Available: Position available on or before May 6, 2018

The Alfred H. Baumann Free Public Library prides itself on outstanding customer service. We are currently seeking a qualified applicant for a part-time Library Associate position to join our team. We are looking for an individual who will be a self-motivated, enthusiastic, creative team player, with excellent communication skills. Strong customer service and organizational skills are essential for this position.

Under the supervision of the Youth Services Librarian, you will enrich the lives of our young patrons and their families by providing readers' advisory, reference assistance, programming and outreach services.

Responsibilities include:

- Create, plan, and implement children's and teen programs, storytimes, events and outreach
- Provide reference assistance and readers advisory to children, caregivers, home schoolers and educators
- Encourage digital literacy and provide age-appropriate technology instruction to children and teens
- Participate in creating and implementing the Summer and Winter Reading Program and corresponding activities
- Be a team member who welcomes and accepts input; seeks out advice on how to handle situations and supports team members by keeping them informed and offering help
- Attend workshops and learning opportunities for continuing education, learning about library trends and emerging technologies
- Assist in marketing campaigns, displays, and advertising using print and social media – this may include both Youth Services and Adult Services
- Perform other duties as assigned

SCHEDULE

15 to 20 hours per week with flexibility. Days, Evenings, Saturday/Sunday hours schedule TBD, based on applicant's availability.

REQUIREMENTS

Proficiency in all types of social media, online marketing applications and Microsoft applications.

Education: Graduation from an accredited college or university with a Bachelor's degree preferred. Woodland Park and Passaic County residents given preference.

Submit a resume and cover letter to Linda Hoffman, Library Director at Hoffman@abwplibrary.org.