

**POSITION TITLE:** Teen Services Librarian (Librarian 1 or 2)

**JOB DESCRIPTION:** Full-time vacancy (35 hours per week) available for an energetic, enthusiastic, team-oriented Teen Services Librarian with a strong public service commitment. The Teen Services Librarian works with a team to provide library services, programming, and outreach for young adults and those who work with young adults throughout the Cape May County Library System as well as participating in system-wide initiatives and committees.

**ABOUT THE CAPE MAY COUNTY LIBRARY:**



The Cape May County Library is dedicated to providing excellent customer service to all patrons and continuing to create and implement new programming and services to serve the needs of our diverse community. We are an 8-branch county library system (plus a bookmobile) located at the very southern end of New Jersey. This brings all the bonuses of proximity to beaches and birdwatching, copious amounts of good pizza, and a relatively short drive to Philadelphia (about an hour to an hour and a half). Cape May County sees a large influx of summer tourists each year, which creates interesting challenges in providing services both for visiting patrons and year round residents.

**DUTIES:**

- Advocates for teens to patrons and library staff.
- Supervises the Court House Library Teen Space, particularly during busy after school hours, including maintaining the appearance of the space through displays and shelf merchandising.
- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local teens at seven of our eight branches.
- Maintains the library system's Teen collections, including materials selection primarily through Baker and Taylor, evaluation, and weeding.
- Regularly assesses community needs in order to create tailored services and programs to address those needs.
- Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Instructs teens and caregivers in information gathering, research skills, and digital literacy.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups, agencies, and non-profits that target youth in order to plan and deliver programs and services that meet local teen needs and interests.
- Creatively promotes the value of public libraries, as well as the importance of serving teens in public libraries.
- Coordinates daily activities of the teen library assistant and a diverse group of teen volunteers.
- Takes a leadership role in developing, implementing and evaluating the overall teen services program, including setting goals and identifying desired outcomes of the program.
- Attends and participates in staff meeting discussions, including staff committees.
- Assists in maintaining the library's social media platforms, including YouTube and Snapchat, as well as maintaining Teen Website.
- Attends and participates in professional development opportunities outside the library system.
- Other duties as assigned.

## **EDUCATION/QUALIFICATIONS:**

- Master's degree in Library Science from an ALA-accredited program required.
- Experience in working for and with young adults (ages 11 to 18).
- Have or be eligible for a New Jersey Public Librarian's Certificate.
- Live in or relocate to Cape May County within one year of employment.
- Candidates currently Librarian 1 or Librarian 2 in the NJ Civil Service System preferred.

## **KNOWLEDGE/SKILLS:**

- Cultural competence skills.
- Knowledge of developmental, recreational and educational needs of young adults.
- Knowledge and appreciation of literature for teens, including current teen reading interests.
- Knowledge of current trends in library services for and with young adults.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Knowledge of best practices in teen services, including guidelines and standards published by ALA, YALSA and other recognized organizations.
- Knowledge of best practices in community assessment and engagement.
- Knowledge of effective practices in evaluation and outcomes measurement.

## **ABILITIES:**

- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to identify and translate young adult needs and interests into effective services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Must be able to speak to and maintain control of large groups of people.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags or boxes weighing up to 40 pounds.
- Must be able to drive a car and hold a valid New Jersey driver's license.
- Must be available to work afternoons and evenings.

Salary: Librarian 1 - \$41,500; Librarian 2 - \$45,500

35 hours per week

Health benefits, including dental, prescription and optical

New Jersey pension

12 vacation days per year (increasing with years worked), 15 sick days per year, 3 personal days per year

\*\*Besides typical afternoon and evening hours required for working with teens, this position requires a 1 night a week and 1 weekend a month on the Reference or Info desks.

## **TO APPLY:**

Please submit a resume and cover letter to Natalie Niziolek, Assistant Director, at [natalien@cmclibrary.org](mailto:natalien@cmclibrary.org) by June 7, 2019.