

Youth Services Library Associate

The Township of Union Public Library, serving a diverse community of more than 59,000 residents in two locations (with a newly constructed Main Library, anticipated completion in the Spring of 2024), seeks a dynamic, creative, part-time Youth Services Library Associate to join its bustling Youth Services Department. This position is for 25 hours per week.

The new Youth Services Library Associate will work with a collaborative group of dedicated professionals to develop UPL's youth programs, collection, and information services. The successful candidate will possess strong written and verbal communication skills and will genuinely enjoy working with young people, excelling at building rapport with families, teachers, and caregivers. Furthermore, the successful candidate will work independently on various projects, while acting as a cooperative and productive team member.

The following list is a sample of the duties required of the position for illustrative purposes:

- Offer excellent customer service to all patrons.
- Develop and execute a range of innovative programs for children, tweens, and teens.
- Provide accurate, friendly reference service and readers' advisory by utilizing the online catalog, books, reference sources, bibliographies, library databases, and the Internet.
- Maintain Juvenile and Young Adult collections through weeding, under the supervision of the Head of Youth Services.
- Create content for the library's social media channels to promote services, resources, and programs.
- Demonstrate proven graphic design ability, utilizing software (e.g. Canva) to create appealing, modern promotional materials, web content, and newsletters.
- Foster an inviting and visually-pleasing library environment, such as through the creation of eye-catching book displays and exhibits.
- Cultivate and enrich community ties through outreach to schools and other local organizations.
- Communicate productively with the community, library staff, and management.
- Attend professional development workshops and training, staying well-informed of trends in libraries.
- Part-time schedule includes rotating evening and Saturday work.

Qualifications: Bachelor's degree required. MLS/MLIS students from an ALA-accredited program are encouraged to apply. Previous library experience desired. This is a NJ Civil Service position and applicants must comply with the "New Jersey First Act."

Please email resume, cover letter, and the names of three professional references to Kassundra Miller, Library Director, at director@uplnj.org by **September 28, 2023**