

Bernardsville Public Library

Part-Time Youth Services Assistant

25 hours/week

\$20.00/hour

If you like working with youth
and trying out something new.
If you're not into shushing;
if you're okay with fun.
If you like working with the teens
and some tweens now and then.
Then here's the job that you've looked for
Write to us and apply!

We're nobody's poet, but we thought that wasn't half bad! If it caught your attention and made you laugh for a moment, then you might just be the missing piece to the new Youth Services team that we're looking for. The Bernardsville Public Library is seeking a part-time Youth Services Assistant with a focus on tween and teen services. The ideal candidate will be a fun and energetic person who doesn't shy away from trying something new, but balances their gusto with patience, professionalism, excellent judgement, and a strong sense of responsibility. We're looking for someone to round out our department and provide afterschool and evening support, programming, and volunteer opportunities for youth in grades 6-12 in the Bernardsville community. The candidate will be required to work with youth and families of all ages, assist with major department-wide events, and support administrative duties of the department.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of children's and young adult reading material, video games, music and movies.
- Ability to work well with other staff members and collaborate on assignments and projects.
- Creativity and interest in developing fun and educational programs for all ages with an emphasis on tweens and teens.
- Flexibility regarding schedule as well as work assignments.

QUALIFICATIONS

- 2-3 years of experience working with youth in a professional capacity
- College degree
- Must be available to work afternoons during afterschool hours into the evening and Saturday or Sunday if required
- Comfort using computers for professional purposes

ADDITIONAL SKILLS AND EXPERIENCE

This position supports a wide range of services for the Youth Services Department as well as the Library. Any of the following skills/experience are a plus:

- Library experience preferred
- Customer service experience
- Working with people whose first language is not English
- Copy editing and proof reading

Start Date: Immediate

Please submit your resume and letter of interest to Meaghan Darling, Youth Services and Adult Program Manager at mdarling@bernardsvillelibrary.org. Applications will be accepted until the position is filled. No phone calls, please.