

Part Time Children's & Teen Services Associates

The New Milford Public Library has a number of openings for Part/Time Children's & Teen Services Associates. If you are enthusiastic about working with young people and their caregivers, passionate about reading and libraries, and comfortable working on a computer, please consider joining our dynamic professional team. As the frontline contact in the Children's and Teen departments, you will be responsible for providing exceptional service in a friendly, welcoming environment.

Duties include: assisting at service desks, promoting library books and services to children, teens, and caregivers; assisting with program planning, preparation, and execution; and helping to maintain juvenile collections.

The New Milford Public Library is located in a historic building on a lively Town green that hosts farmers' markets and frequent activities and festivals. We are currently under construction with plans to re-open our beautifully remodeled space to the public during the summer of 2022. Our updated, larger building includes all-new unique spaces for children and for teens.

Hours and schedules vary, but all positions include regular weekend and/or evening hours and require some flexibility in scheduling. Salary: \$16.00/ hr. A Bachelor's Degree is required and experience in a child related profession is preferred. Fluency in Spanish a plus.

Interested and qualified candidates should send a resume and cover letter along with a completed Town of [New Milford employment application](#) by June 12th to: Greg Bollaro, Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT 06776 or gbollaro@newmilford.org. Access job description and application <https://bit.ly/30fqmqx>

EO/AA

NEW MILFORD PUBLIC LIBRARY

P/T CHILDREN'S & TEEN SERVICES ASSOCIATE

JOB SUMMARY

Department: Children's Library Services

Schedule: Part time; less than 30 hours per week, Saturdays, Sundays, and evenings are required as needed on a regular schedule. Additional off-schedule hours required.

Salary: Set at beginning of fiscal year

Employment status: Non-exempt, hourly

GENERAL STATEMENT OF DUTIES

Operates the integrated library system for the purpose of circulating library materials. Assists patrons with general questions and functions at Children's and Teen Circulation Desks. Performs readers' advisory, information and instruction in response to patron inquires. Assists Children's Librarian with projects as needed.

SUPERVISION RECEIVED

Works under the direction of the Children's Services Librarian. Departure from established rules and procedures is reviewed with the Children's Services Librarian in advance of action.

MAJOR DUTIES

Works at both Children's and Teen Services Desks

Promotes library services

Charges and discharges Children's library materials
Registers new patrons, updates expired cards
Collects fines and other billed amounts
Places holds on materials available in the local consortium
Assists patrons with:
 Online catalog
 Internet and on-line databases
 Reference/Information
 Reader's Advisory
 Location of materials
 Use of computers and other equipment
 Assists librarians with program planning and preparation
Maintains an active awareness of current library services
Executes programming
Manages phone requests
Provides customer service with a goal of excellence
Individuals will be cross-trained in the Children's/Teen and Adult Departments

MINOR DUTIES

Opens and closes the Children's Library as required
Assists in the maintenance of shelves in the Children's/Teen areas as directed.
Creates displays
Helps with weeding the collection
Creates bibliographies
Assists with the program registration process
Maintains the rooms in good physical order
Performs other duties as required

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

REQUIREMENTS AND QUALIFICATIONS

Knowledge and Ability: Ability to learn Windows or other graphical interface applications
Ability to learn and use all functions of an integrated library system
Ability to deal with the public, especially parents and teachers
Respect for children and teens and their needs
Ability to stay up to date on current library services
Ability to maintain a pleasant and professional demeanor at all times
Ability to work with a minimum of supervision
Excellent organizational, communication skills
Ability to carry documents, office equipment weighing up to 20 pounds and books on and off site
Ability to sit at a desk or on low seating or the floor or stand and work continuously for extended periods of time while performing job functions
Ability to reach 6 feet high to obtain books, materials
Fluency in Spanish and/or Portuguese a plus
Education: Bachelor's degree highly desirable
Experience in a child-related profession preferred

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Library Board of Trustees: 2/26/2014

Revised edition approved by Library Personnel Committee: 10/27/2021