Early Literacy Librarian

Job Description:

Under the direction of the Head of Youth Services, the chosen candidate for this position is responsible for the planning, development, and implementation of the Library's early literacy programs, services, resources, and special events for children age birth to 5 years and their caregivers. The Early Literacy Librarian will also take a lead role in community outreach by developing partnerships with early learning centers, school networks, and other organizations that focus on early childhood development. The Librarian will also provide programs and resources to students, caregivers, and early childhood educators to expand the reach of the Library's early literacy services.

Qualifications:

- Master’s degree in Library and Information Science (or equivalent) from an ALA-accredited program (preferably with a concentration in Children and/or Youth Services)
- Must have or be eligible to obtain a New Jersey Professional Librarian Certificate
- Bachelor’s Degree in Early Childhood Development and/or education (highly preferred)
- Experience in developing and conducting children’s programs, including instructional programs and services
- At least two years of experience working with children ages 5 and under (highly preferred)
- Ability to work effectively with people of all ages and diverse backgrounds
- Storytelling skills, including singing and reading with expression
- Ability to show and apply knowledge and understanding of current early literacy research and best practices, including understanding of early childhood learning theory and developmentally appropriate practice
- Ability to work with library databases, software, and Wordpress
- Promote and provide Readers’ Advisory for Youth Services
- Knowledge of information resources, print and non-print plus electronic
- Develop work-related goals and objectives
- Ability to establish and maintain effective working relationships with associates, colleagues, community groups, and the general public
- Ability to express oneself effectively and concisely orally and in writing

Essential Responsibilities:
- Plan and present high-quality in-person and virtual (when required) early literacy programs for children and families, educators and caregivers including storytimes, large-scale programs, and special events
- Deliver high-quality services and resources to schools, including preschools and local schools
- Develop and coordinate library's early learning opportunities and experiences that prepare children to become ready to learn to read
- Schedule and provide community outreach
- Develop Early Literacy Summer Reading program and other reading initiatives
- Collect, maintain, and report program statistics
- Prepare rotating library displays and book lists to highlight the library’s collection
- Conduct tours and resource instructional guides to groups and individuals inside and outside the library
- Provide expert reference service to youth, caregivers, educators, and the general public
- Assist in maintaining Early Literacy collection by ordering new materials, linking materials to the catalog, performing inventory, shelf-reading, shifting, and weeding ensuring the collection is current and relevant to the needs of the community
- Maintain working knowledge of popular culture (for example: music, movies, authors and other interests)
- Write and create publicity materials, including tri-folds, flyers, posters, electronic promotional materials and guides, press releases, and social media posts to keep both staff and the public informed
- Participate in planning and presenting cross development programs and multi-age programming
- Assist in other Youth Services department needs when necessary
- Participate in local and consortium Youth Services organizations meetings and professional development training when necessary.
- Readily undertake other duties as assigned.

**Hours:**
35 hours per week including at least one scheduled evening per week and Saturday on a rotating basis. Additional hours may be required for outreach and programming outside normal business hours.

**Salary:** Starting salary $62,395. Full benefits package. Civil Service Position. NJ Residency Required.

**To apply, please email your resume plus 3 references by Friday, May 31, to:**

Lanora Melillo  
Head of Youth Services  
Scotch Plains Public Library

Email: lmelillo@scotlib.org