



POSITION AVAILABLE

East Brunswick Public Library

August 30, 2023

**YOUTH SERVICES LIBRARY ASSISTANT
YOUTH SERVICES DEPARTMENT
PART-TIME HOURLY**

SCHEDULE: 12 hours per week: Monday 5-9, Tuesday 9-1, and Thursday 5-9

DUTIES:

East Brunswick Public Library, an innovative library serving a diverse community, is searching for a creative professional to join our Youth Services department as an Information Assistant.

An Information Assistant works alongside the professional librarians at the Youth Services/Young Adult Desk, or works independently as dictated by department need. Like every member of the department, this Information Assistant will be expected to be a passionate advocate for teens, youth, and families.

An Information Assistant will assist children, teens, parents, and adults who work with children in selecting library materials through reader's advisory.

An Information Assistant models exemplary customer service when interacting with patrons.

An Information Assistant is knowledgeable of keystone library initiatives, events and services.

An Information Assistant may be asked to plan and monitor Youth Services programs.

This Information Assistant will be committed to fostering a safe, inclusive, and welcoming environment for both children and teens. Candidates must have a passion for learning about current children and teen's literature. The successful candidate will be enthusiastic, flexible, forward-thinking, and driven to promote the value of the library to our community. Finally, this candidate will demonstrate a strong enthusiasm for working in a collaborative team environment both within Youth Services and across the library in order to advance the mission of the library.

EDUCATIONAL EXPERIENCE: Bachelor's degree is preferred, customer service experience and computer skills required.

SALARY: \$19.34 per hour

START DATE: Immediate

SUPERVISOR: Sadé Green-Puik, Manager of Youth Services

APPLICATION: Applications will be accepted until the position is filled. Send resume, cover letter and application to Human Resources at the East Brunswick Public Library: HR@ebpl.org. Applications at <https://ilove.ebpl.org/sites/default/files/employment-application.pdf>

RECRUITMENT:

1. Internal Posting
2. Township Personnel
3. Rutgers
4. NJLA
5. LMxAC
6. LibraryLinkNJ
7. BCCLS
8. CSS and YASS NJLA listservs
9. www.ebpl.org