

Youth Services Department Head

Are you a seasoned youth services librarian who is looking for a new challenge? Come and try something new at Berkeley Heights Public Library! We have just settled into our new home as part of the Municipal building, and we are revitalizing our outreach, programming, and how we connect with our community. We are looking for someone with experience, ideas, and passion to jump into the role of Youth Services Librarian and transform it. This position is an opportunity to take ownership of the children's and teen departments including a redevelopment of services and layout of the spaces.

What will the job entail?

Programming. If programs are your jam, let's hear about it! There are no wrong answers to programming ideas, as long as you are willing to give them a try! This role will be responsible for a programming budget for both children and teens. Looking for someone who will redesign programming for infants to teens in our community. We have recently implemented outdoor science programs for toddlers to elementary aged, a Family Fun Friday, Fun with Food programming for tweens and teens, and specialty interactive teen movie nights.

Outreach. As a library, we have challenged ourselves to be more enmeshed in the community, and we need someone who is just as excited as we are about the possibilities! The community is interested and eager to see what we do next. A successful candidate in this role will be able to facilitate efforts to strengthen school and library collaborations and connections.

Collection development: You will develop, oversee, and maintain the collection from babies to teens. Looking for someone who can:

- Keeps abreast of new materials and selects books and other materials for babies through high school age children.
- Oversees a collection for parents and caregivers relating to early childhood and parenting issues.
- Develops the collection with up to date and attractive by conscientious weeding.
- Merchandise the shelves and create dynamic displays to make the collection more accessible.

Essential Functions of the job:

Supervises and trains Part-Time Library Assistants and Pages.

Recruits, supervises, and monitors Summer Teen Volunteers.

Design and implement programming for infants to teens and their caregivers.

Work with Assistant Director, Director, and other departments to create and evaluate the annual Summer Reading program.

Promotes literacy and provides materials that reflect the ethnic diversity of the community. Create age appropriate reading lists.

Assists children, parents, and others in selecting library materials from the Children's Department and Young Adult collections.

Assists children in finding various sources of information for school assignments and personal needs and instructs students in information gathering and research skills.

Participates in contributing content to BHPL's website, newsletters, and social media resources. Creates compelling digital content to highlight our children's/teens library programs and services and design appealing print flyers, newsletter blurbs, and brochures for the children's department

Performs the necessary circulation and clerical tasks during scheduled working hours. May have to assist at other desks as needed.

Prepares monthly updates in children's and teens for Board meetings, monthly statistics, yearly reports, and may occasionally be needed for presentations to Board.

Reports to Assistant Director and Director.

Knowledge, Skills, and Abilities

Knowledge of children's and teen literature, popular reading trends, websites and media that support relevant children's and teen collections for children and parents.

Ability to plan, coordinate and direct work related to patrons ages 0-19 and their caregivers.

Ability to create a pleasant, welcoming and helpful atmosphere.

Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.

Ability to exercise initiative, and to stimulate interest and encourage participation in reading and other library activities.

Ability to exercise both creative and organizational skills.

Ability to reach out to the schools and other youth based groups in the community.

Knowledge of current events, popular and youth culture.

Essential Qualifications

Minimum 3-5 years of experience working with children/youth in a library setting

An ALA accredited degree and/or a Professional Librarian's Certificate issued by the New Jersey Department of Education.

Involvement in professional development and commitment to understanding new trends and their application to the library.

Hours & Salary

35 hours a week, with at least one night per week, and one Saturday a month.

Salary commensurate with experience, will meet NJLA standards.

About Berkeley Heights:

The Berkeley Heights Public Library enjoys a newly-created space within the municipal complex, and is centrally located within walking distance of our downtown area. Welcoming and inclusive, we serve over 13,000 residents, and enjoy strong support from the community. We have an annual budget of 1.2 million; and a staff that includes 5 full-time and 19 part-time employees.

Our library provides information and resources for personal growth, as well as shared experiences that connect and enrich our community. Residents enjoy our wide range of offerings, including print and digital materials, museum passes, and variety of programming for all ages. The Berkeley Heights Public Library also offers meeting and study spaces that are available for community use. Our newly completed strategic plan will help us work collaboratively over the next few years to meet the evolving needs of our community.

Conveniently located on the western edge of Union County, just 28 miles from New York City, Berkeley Heights is a desirable place to live and work. Consistently ranked as one of the best small towns in New Jersey, Berkeley Heights is surrounded by the rural and historic charm of the Watchung mountains, yet is easily accessed by major highways and mass transportation. We are an active, friendly community, with top-rated schools, numerous community celebrations, and outstanding recreational programs and activities for all ages.

To apply:

Email a cover letter and resume to director@bhplnj.org by August 30th.