

PART-TIME LIBRARY ASSOCIATE CHILDRENS' SERVICES

DESCRIPTION

The Trenton Free Public Library is the bridge that connects the community to literacy, guides learning and inspires curiosity. TFPL is the oldest library in New Jersey, founded in 1750 as the Trenton Library Company by Dr. Thomas Cadwalader. Benjamin Franklin is said to have purchased the library's first 50 books. Originally a subscription library, it became incorporated as a free public library as it is known today.

The Trenton Free Public Library is seeking an enthusiastic, creative person with a passion for working with children, to join our team. As a Children's Library Associate this person would be responsible for assisting the Youth Services Librarian with the daily operations of the Children's Room, working with children from birth to 12 years of age and their families/caregivers.

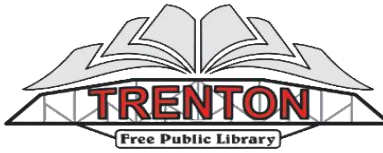
JOB QUALIFICATIONS:

- Ability to relate to children.
- Ability to become familiar with the needs and interests of children.
- Ability to interact with and assist the public in a friendly and responsive manner.
- Extensive knowledge of computers, their operating systems, and programs likely to be used in libraries, including familiarity with the Internet, word processing, and databases.
- Ability to get in front of large groups and to maintain control of large numbers of people.
- Good oral and written communication skills.
- Strong organizational skills for a customer service-oriented environment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Display professional conduct and appearance at all times while performing duties.
- Ability to work with a diverse population and staff

ESSENTIAL FUNCTIONS:

- Assists in processing all children's print materials.
- Ability to assist in the development and implementation of children's and family programs and special events.
- Ensures open spaces in the Youth Services Department are tidy at all times.
- Straightens shelves in Youth Services Department, rotating books on display.

120 Academy Street,
(609) 392-7188 •



Trenton, NJ 08608
www.trentonlib.org

- Assists patrons in the Youth Services Department.
- Defers reference questions to the Youth Services Librarian.
- Performs Circulation Desk functions when requested.
- Decorates the Youth Services Department.

EDUCATION & EXPERIENCE:

- Bachelor's degree.
- Previous experience working with children
- Spanish speaking desirable

Compensation

- Salary is \$22.13 per hour, is unbenefited, with a 90-day working test period

Schedule

- 19 hours per week
- Flexibility in work schedule; including evenings and weekends as the schedule is subject to change based on the needs of the library.

How to apply:

Send a cover letter and resume to director@tfplibrary.org with the subject line "Library Associate Children's Services". Application review will begin immediately and the position will remain open until filled.