

## **Full-Time Children's Librarian - Putnam Valley Free Library**

The Putnam Valley Library, an association library serving a semi-rural community of 12,000 individuals in the lower Hudson Valley of New York, seeks an enthusiastic and creative full-time Programming Librarian or Assistant Librarian for its children's floor.

### **Essential Responsibilities:**

- Plan & implement programs for children and teens
- Create and distribute marketing material for children and teen programs.
- Assist with collection development and reader's advisory (including for teens).
- Work on the summer reading program in collaboration with the youth services coordinator.
- Contribute to newsletters and the library's social media presence.
- Outreach and collaborate with local organizations, local schools and local events.
- Seek grant opportunities.
- Assist with circulation duties as needed.

### **Essential Traits:**

- Experience working with children and teens.
- Proficient in current and emerging technologies.
- Ability to organize and self-direct work responsibly.
- Ability to work cooperatively with all staff at every level.
- Master's degree in Library Science + NYS Public Librarian's certificate preferred
- Fluency in the Spanish language is a plus.
- Schedule – Tues 9 - 5 p.m., Weds 11- 7 p.m. Thurs & Fri from 9 – 5 p.m. Sat – 9 – 4 p.m. Off Sun and Mon. Some flexibility may be required at times.

**Minimal Qualifications:** MLS or library experience or Teaching background. We are willing to train the right person and encourage current MLIS students to apply. \$37-47K annual salary. Please email your resume and cover letter by 10/15/23 (or until the position is filled) to [director@putnamvalleylibrary.org](mailto:director@putnamvalleylibrary.org).