

2300 Elmwood Avenue  
Rochester, N.Y. 14618

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[www.brightonlibrary.org](http://www.brightonlibrary.org)



### **Part-time Children's Librarian I**

Brighton Memorial Library has an opening for a part-time Children's Librarian I. The successful candidate will serve primarily in Brighton Memorial Library's Children's Center and will report to the Children's Services Manager.

### **Eligibility**

- Valid New York State Public Librarian Certificate

### **Duties**

- Provide reference and reader's advisory services in the Children's Center to children, their caregivers, and other adults
- Assist the Children's Services Manager with special assignments, collection development, and projects
- Plan, coordinate, and conduct storytimes (approximately 8 storytimes a month)
- Plan, coordinate, and conduct or supervise Children's programs
- Provide assistance with a very busy summer reading program of approximately 1000 participating children
- Assist with overseeing the work of Library Aides, Pages, and volunteers when staffing public service desks
- Provide reference and reader's advisory services in the Adult Reference Center, when assigned
- Other duties as assigned

### **Desired Qualifications**

- Genuine liking, respect, and enthusiasm for children
- Interest and background in providing reference and reader's advisory services to children and their caregivers
- Experience with early literacy practices
- Comfort with public speaking in large and small groups, including conducting storytimes
- Proven ability to communicate effectively with children, adults, and fellow employees, both orally and in writing
- Experience using print materials, electronic resources, and the Internet for reference service
- Experience using Microsoft Office
- Ability to work in a team environment
- Initiative, flexibility, and good organizational skills
- Ability to push fully loaded book carts (75 lbs.)
- Friendly, outgoing demeanor and maturity in interpersonal relations
- Poise in a busy setting, serving patrons with high expectations

### **Hours**

Approximately 18 to 24 hours per week, including two nights weekly and weekends (Sat. & Sun.) in a four-week rotation

### **Salary**

Schedule: \$26.71 to \$34.72 in six steps based on performance, with eligibility dependent on accrued hours worked

**Benefits**

NYS Retirement (optional); FICA; prorated paid holidays; vacation, sick, and personal leave benefits

**Environment**

Progressive, friendly, recently redesigned library serving a diverse, well-educated community with a robust, well-circulating children's collection

**Instructions to Applicants**

Submit via email ([elissa.schaeffer@libraryweb.org](mailto:elissa.schaeffer@libraryweb.org)) or USPS to Elissa Schaeffer, Children's Services Manager by January 6, 2023:

- Completed Brighton Memorial Library application (available online)
- Brief letter of interest
- Resume
- Three professional references with contact information

**Statement of Non-Discrimination**

Brighton Memorial Library welcomes job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status. The Library complies with all federal and state regulations dealing with employment practices.