



Atlantic City Free Public Library

1 North Tennessee Avenue | Atlantic City, NJ 08401 | 609-345-2269 | www.acfpl.org

Job Title: Library Associate - Youth Services

Reports to: Youth Services Librarian, Head of Youth Services

Date: April 3, 2024

The Atlantic City Free Public Library is looking for a Youth Services Library Associate to join our team. This is a full-time position including some nights and weekends. Generous benefits and vacation package included.

The ideal candidate will possess a Bachelor's degree from an accredited four year institution and is currently enrolled, or is accepted in an accredited MLS program. Candidates with a Bachelor's degree and 2-4 years experience working with children and teens will also be considered. Starting salary \$44,774.00.

Definition: Under the direction of a professional librarian, the Library Associate provides direct services to patrons in the Youth Services Department as well as takes the lead in organizing and implementing the technical or public service aspects of one or more library functions. The Library Associate also assists in planning and executing programs. Work is performed under the direction of the Youth Services Librarian.

Essential Functions:

- Support Youth Services programming by preparing and presenting programs for children, teens, and their caregivers, including story times, craft programs, technology classes, and other assigned activities.
- Assist patrons in locating materials, using library resources, printing, and using computers. Answer basic reference questions and refers patrons to Librarian as needed.
- Maintains collections through shelving and regular shelf reading.
- Rotate materials on and off the 'New Book' display in a timely manner.
- Provide basic reader's advisory for children and parents seeking aid in the selection of reading materials.
- Assist the Librarian in maintaining close working relationships with organized children's groups and schools in the community to promote library services.
- Encourages digital literacy and provides age-appropriate technology instruction to children.
- Participates with collection development through recommending materials to select and/or weed.
- Assists with planning and implementation of the Summer Reading Program and corresponding activities.

Secondary Functions:

- Creates fliers, displays, posters, etc. to promote collections, services, and programming
- Participates in visits to local schools.
- Prepares correspondence and other technical, financial, statistical and other reports.
- Other duties as assigned

Supervisory Responsibilities: Provides training and oversees the work of teen volunteers.

Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree.
- Minimum of one year of library or customer service experience
- Experience working with children and teens in a professional or volunteer capacity.
- Ability to work with minimal supervision and as part of a team.
- Excellent oral and written communication skills.
- Ability to manage and prioritize multiple tasks and projects.
- Residency in the State of New Jersey will be required in accordance with New Jersey First Act § 52:14-7

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive, and enthusiastic team, so if you are excited about this role but your past experience does not align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role.

To Apply: Email a cover letter and resume to personnel@acfpl.org

Applications will be accepted until the position is filled.

The Atlantic City Free Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, marital status, national origin, age, disability, gender identity or expression, sexual orientation, genetic information, veterans status or disabled veterans status. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act.