



# PISCATAWAY

## public library

### Early Childhood Specialist, Part-Time

#### Description:

The Early Childhood Specialist is responsible for outreach and programming for children, with an emphasis on infants through kindergarteners. This position is under the supervision of the Head of Children's Services and responsibilities also include staffing public service desks, collection development, participation on Library committees and team projects.

#### About Piscataway Public Library:

Piscataway Township has a richly diverse population of over 58,000 and is located in Middlesex County, NJ. Piscataway is home to the Busch and Livingston campuses of Rutgers University-New Brunswick, and several large corporations including Johnson & Johnson, Colgate-Palmolive and IEEE.

Piscataway Public Library is a statewide leader in public library service and has a tradition of providing pioneering programs and services. Piscataway Public Library nurtures professional development, leadership and innovation.

#### Responsibilities:

- Plans and presents a robust schedule of children's programs both in-house and at community schools with an emphasis on early literacy
- Participates with the Head of Children's Services in the formulation, development and completion of departmental and library-wide objectives
- Maintains a positive relationship with the library's customers and staff
- Assists with special projects and other tasks as needed
- Participates on committees within the library
- Maintains attractive children's spaces, including updating books displays
- Provides exceptional customer service at information desks
- Represents the Library at community events
- Follows guidelines for maintaining order in the library
- Prioritizes professional development through attendance at informational and instructional meetings and workshops
- Performs all other duties as assigned

## Qualifications:

- A Bachelor's Degree is required. Major in education or related field preferred. Candidates with a Master's in Library Science will be considered at the Junior Librarian title.
- Successful candidate will demonstrate a passion for working with young people from birth through elementary school and a familiarity with children's literature.
- Experience in early childhood education or working with children in an educational or recreational setting is strongly preferred.
- Ability to communicate clearly, courteously, and effectively with library patrons and staff.
- Ability to travel between library buildings, as well as to local schools and other outreach opportunities.

## Schedule:

Approximately 17 hours per week, including morning and evening hours. Up to two Saturdays per month. Opportunity for additional hours on a substitute basis.

## Compensation:

This is a non-salaried position offering \$27.86/hour for bachelor's degree in early childhood education and/or three years experience in early education, or \$33.09/hour for a librarian with MLS and New Jersey professional certification.

## Notices:

Equal Opportunity Employer. Applicant must comply with the "New Jersey First Act."

## To Apply:

Email your cover letter, resume, and three professional references to [jobapplications@piscatawaylibrary.org](mailto:jobapplications@piscatawaylibrary.org) and include **Early Childhood Specialist** in the subject line. Applications will be accepted through January 19, 2019. Only applicants invited for interviews will be contacted.