

**Librarian I/School-Age Outreach Librarian**  
**New Rochelle Public Library**

**General Statement of Duties:**

Under the supervision of the Head of Children's Services & Assistant Children's Room Supervisor, the Librarian I/School-Age Outreach Librarian will primarily handle duties related to children in grades K-5. The person in this position will build relationships between students, their families and educators, in order to promote and develop library services for this particular age group.

**Examples of Work:**

- Facilitate visits both in the library, at schools and virtually based on the needs of classrooms and create tools and materials other Children's staff can employ when facilitating visits in the absence of the School-Age Outreach Librarian
- Meet with parents and school staff to learn ways the library can improve current offerings and to explore ideas for new programs and services that will help students succeed
- Attend school and community events, such as parent-teacher nights, career days, street fairs etc., to advertise library services and, when possible, broaden our patron base by creating library cards at these events
- Provide programs both in-house and off-site for day camps, after school programs, Boys & Girls clubs, etc. to further promote the library and its services
- With Children's Room staff, develop programming targeted towards school-age children to entice regular visits to the library and our online portals
- Visit schools prior to the start of our Summer Reading Program to advertise and encourage participation
- Build relationships with teachers and school administrators so we can be better prepared for summer reading lists and upcoming assignments and raise awareness of relevant library activities and services
- Oversee the Homework Help program and supervise its tutors in order to ensure the program's success
- Work within an allotted budget to purchase appropriate library materials, for both recreational and educational use, targeted to K-5 students for circulation
- Partner with the Teen Services Librarian on interdepartmental programs and activities so that children progressing from grade school to middle school will transition smoothly from the Children's Room to the Teen Room, strengthening their prospect of becoming continuous library users
- Work a regular weekly schedule that includes evenings and weekend shifts

**Required Knowledge, Skills & Abilities:**

Understanding of recent trends, issues and initiatives in the field of Children's Librarianship. Knowledge of children's literature, both past and current. An outgoing personality with the confidence to foster relationships with educators and other community stakeholders. Ability to create innovative and engaging programs and displays. A friendly and effective communicator with children and adults of various ages. Self-motivated and organized with the ability to multi-task. Working knowledge of

basic Microsoft office programs; Evergreen and/or other integrated library systems; and online tools such as Google Workspace. Familiarity with the library's online services and databases and the various electronic devices used to access those services. Bilingual English/Spanish speaker preferred.

**Minimum Qualifications:**

A master's degree in library and information science from a library school that is accredited by the American Library Association; possession of a New York State Public Librarian's professional certificate

**Information About the New Rochelle Public Library School District:** The Library ([www.nrpl.org](http://www.nrpl.org)) is a school library district serving the City of New Rochelle with a population of nearly 83,000 and an annual budget of \$6.6 million.

**Compensation:** This is a Civil Service appointment represented by CSEA. Minimum salary upon appointment will be \$58,707 - \$60,466 (Step 1) but could vary depending on experience and qualifications. 36 hour (September – June)/33 hour (July – August) work week. Standard benefit package applies including medical, dental and NYS Retirement System pension plan. Other benefits may be elected. Standard leave package applies.

**To Apply:** The application can be downloaded on the City of New Rochelle Civil Service website [here](#). Applicants are also welcome to email ([Jmedina@newrochelleny.com](mailto:Jmedina@newrochelleny.com)) or call (914-654-2172) Civil Service Administrator Jeanett Medina for the job application. Applications must be in the Civil Service Office no later than the end of business on November 23, 2023.