

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
CHILDREN'S AND PARENTS' SERVICES DEPARTMENT
NOTICE OF POSITION**

Job Title: Part-Time Librarian I or Librarian Trainee (Children's Services)

Job Notice #: CPSDPT121025PUB

Date Posted: December 10, 2025

Closing Date: December 19, 2025

Approximate Starting Date: January 5, 2026

We are seeking a part-time librarian or librarian trainee to work at our two branches and Main Library.

RESPONSIBILITIES:

- Your purpose is to support parents in their role as their child's first teacher
- Develop, promote and facilitate programs centered around books, reading and engaged learning
- Provide professional front-line reference and readers' advisory and referral services
- Use digital and library download services on a variety of devices to be able to show and promote to patrons
- Develop programs to show kids all the digital world has to offer
- Work as part of a team, collaborating with coworkers and community members on projects and programs
- Participate in events throughout the community, engaging in library promotion and spontaneous reference and readers' advisory
- Performs other duties/projects as assigned

QUALIFICATIONS:

- ✓ Master of Library Science Degree (including 12 credits in Children's Services) or are enrolled in an ALA Accredited Master of Library Science graduate program and must complete 12 credits in Children's Services upon graduation
- ✓ Excellent communication skills – in-person, over the telephone, and via email/chat
- ✓ Excellent computer skills
- ✓ Able to work independently and as part of a team
- ✓ Good organizational skills and an attention to detail
- ✓ Flexible work schedule
- ✓ May be requested to run programs located off-site from the library
- ✓ Must be able to travel between branches, as well as travel to offsite program and outreach locations;
- ✓ We are seeking candidates who can work 17.5 hours per week (Mondays 9 a.m. - 1 p.m., Tuesdays 9 a.m. - 3 p.m., Wednesdays 9 a.m. - 5 p.m.). Additional availability a plus. Hours include working a minimum of one Saturday 9 a.m. - 5 p.m. and one Sunday per month.

***Bilingual applicants strongly encouraged**

***Starting Salary: \$23.25 Librarian Trainee/ \$25.72 - \$39.35 Children's Librarian based on experience.** Application and resume must be emailed to employment@communitylibrary.org Applications can be found on our website www.communitylibrary.org

Only candidates being considered will be contacted.

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability on employment or the provision of services.