



1125 Broadway, Hewlett NY 11557
Michelle Young, *Director*
(516) 374-1967 www.hwpl.org

Position: Full-Time Librarian Trainee/Youth Services (Non-Competitive)

The Hewlett-Woodmere Public Library is seeking a graduate library student to work 35 hours per week in Youth Services at both the Children's Department and Young Adult Department desks. The ideal candidate will be a friendly, approachable, forward-thinking individual with a positive attitude. Candidates must be able to work at least one night per week, alternating Saturdays, and Sundays as needed; Sundays are paid at 1 ¾ hours. This position reports to the Head of Youth Services.

Duties and Responsibilities:

- Provides excellent customer service including readers advisory services at both our children and young adult desks.
- Assists in planning and conducting programs for Children and Young Adults, including story times and class visits. Develops and conducts innovative programs under the direction of the Head of Youth Services.
- Assist patrons with technology questions pertaining to library services.
- Helps evaluate and maintain the Children and Young Adult collections.
- Assists with the young adult volunteer staff under the direction of the Head of Youth Services.
- Other duties as assigned.

Qualifications and Requirements:

- Candidates must be enrolled in a ALA-accredited graduate program working toward their Master of Library Science.
- Ability to work independently and as part of a team.
- Experience working with children, teens, and parents is a plus.
- Candidates must be a resident of Nassau County.

Salary Range: \$44,245-\$49,310 with benefits, depending on experience and qualifications.

This is a non-competitive Nassau County Civil Service position. The Hewlett-Woodmere Public Library is a member of the NYS Retirement System.

Interested candidates may apply by sending a cover letter, resume, and three references to:

Cathi Nashak, Assistant Director: cnashak@hwpl.org

Applications will be accepted until the position is filled.

MY 3/19/2024