

Department: PSD
Position Title: MyLibraryNYC Outreach Librarian
Posting Date: September 19, 2024
Salary Grade: 11
Hiring Range: \$35.36 an hour
Classification: Part-time
Union-Unit: Non-Union
Closing Date:
Location: Central

**** This is a temporary grant-funded position through 6/30/2025. ****

DUTIES AND RESPONSIBILITIES:

Within the larger scope of formal and informal learning of the Programs & Services Department (PSD) and reporting to the Coordinator of MyLibrary NYC, the Outreach Librarian will be responsible for liaising with MyLibrary NYC schools and provide training and other supports for educators and students on MyLibrary NYC initiatives. MyLibrary NYC is a Partnership with Brooklyn Public Library, New York Public Library, Queens Public Library, and the New York City Public Schools Office of Library Services. They collaboratively work to support students and teachers to meet the increasing expectations for college and career readiness embodied in the Next Generation Learning Standards (NGLS), which require enhanced access to a range of reading materials and research tools. This position will deliver core services to participating schools during the school year. Additional responsibilities include assisting in data collection for MyLibrary NYC, participating in community outreach and attending community events. The position requires frequent travel to Queens Public Library locations and Queens' public schools.

The outreach librarian

- Provides training to students and educators on My Library NYC initiatives, Queens Public Library resources and other topics as needed.
- Serves as a resource and problem solver for project related questions from schools.
- Visits assigned schools to support faculty, students and parents on the use of MyLibrary NYC resources and services.
- Works with MyLibrary NYC schools to ensure all students and educators have Queens Public Library cards.
- Assists in the creation of training and promotional materials.
- Provides reference and reader's advisory services.
- Act as a liaison to MyLibrary NYC schools and their local Queens Public Library location.
- Performs other duties as assigned.

This position will involve local travel (50%).

REQUIRED QUALIFICATIONS:

- Master's Degree in Library Sciences or Library and Informational Sciences required.
- A New York State librarian certificate is required.
- Minimum 2 years relevant experience working with schools, educators or youth

PREFERRED QUALIFICATIONS:

- Familiarity with the NYC public school environment preferred.
- Significant outreach experience preferred.
- Abilities in the area of planning, organization and administration.
- Strong presentation and programming skills.
- Must be willing to submit to fingerprinting by the NYC Department of Education

PLEASE EMAIL COVER LETTERS AND RESUMES TO LAVINIA MANCUSO AT
Lavinia.Mancuso@queenslibrary.org BY FRIDAY, OCTOBER 19, 2024.