



**Cape May County  
Library System**

## **Teen Services Librarian (Librarian 1)**

*The Cape May County Library (CMCL) is looking for a motivated and team-oriented Teen Services Librarian to join our Teen Department. The successful candidate will demonstrate ways to incorporate our Library's strategic values of service, compassion, accessibility, and adaptability into events, services, and materials to support Cape May County's teenagers at eight library branches and a bookmobile.*

*This full-time position works 35 hours per week and is based at the Cape May Court House location, with varying hours dependent on covering teen events and outreach. The schedule includes one night shift a week, and one weekend shift a month (including Saturday and Sunday hours) covering a public information desk. This position also requires travel to other Library locations, local schools, and community partners.*

### **Duties and Responsibilities:**

- Plan, implement and evaluate library events and services for teens.
- Plan and implement a weekly Dungeons & Dragons session, and teach teen volunteers how to run sessions.
- Maintain assigned sections of library system's Teen collections, including selection, evaluation, and weeding.
- Provide reader's advisory and reference services to patrons.
- Maintain and monitor the use of the Court House Library Teen Space.
- Create engaging displays and promotional materials for the collections, events, and services.
- Advocate for teenagers to patrons and library staff.
- Participate in maintaining the Teen Department budget.
- Help oversee the Teen Volunteer program.
- Provide outreach opportunities to local schools and community organizations.
- Instruct teens and caregivers in information gathering, research skills, and digital literacy.
- Assist in maintaining the library's social media platforms and website.
- Attend and participate in staff meetings, including staff committees.
- Attend and participate in professional development opportunities outside the library system.

## Knowledge/ Skills

- Knowledge of developmental, recreational, and educational needs of teenagers.
- Knowledge of current trends and best practices in library services for teenagers.
- Working knowledge of standard library procedures, using library computer software systems, and internet and database search methods.
- Experience in using Microsoft Office Suite (including Word, Excel, and Outlook) and Canva design software.
- Basic computer skills, with the ability to adapt to and learn new technologies.
- Comfortable with public speaking.
- Excellent customer service skills.
- Ability to work both independently and harmoniously with patrons and colleagues.
- Excellent communication skills, verbal and written.

## Abilities

- Physical duties involve bending, pushing book carts up to 70lbs, lifting and carrying bags of boxes weighing up to 40lbs, sitting for long periods of time, and standing for long periods of time.
- Drive a car and hold a valid New Jersey driver's license.

## Education/ Qualifications

- Master's degree in Library Science from an ALA-accredited program required.
- Have or be eligible for a New Jersey State Professional Librarian Certificate.
- New Jersey state residency required per N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

## Salary & Benefits

- Salary: Starts at \$48,000 a year, commensurate with experience.
- 35 hours per week
- Health benefits, including dental, prescription and optical
- New Jersey pension
- 12 vacation days per year (increasing with years worked), 15 sick days per year, 3 personal days per year

## To Apply

Please submit a resume, a cover letter, and three professional references to Vicki Wright, Assistant Director, at [vickiw@cmclibrary.org](mailto:vickiw@cmclibrary.org), by Friday, March 13<sup>th</sup>.

To learn more about this position please visit the New Jersey Civil Service Commission website and review the job specification: <https://info.csc.nj.gov/jobspec/07569.htm>