

## **Library Assistant (Youth Services)**

Rockwell Falls Public Library is looking for a part-time youth services library assistant that reports to the library manager. 25 hours per week, \$18 per hour. Must be available nights and Saturdays. Send letter of interest, resume and credentials to [luz-director@sals.edu](mailto:luz-director@sals.edu)

### **POSITION SUMMARY**

Part time(25 hours) vacancy available immediately for an energetic, creative, team oriented program assistant with a strong public service commitment. Provide library service and assist with programming for children (typically ages 3-12) and teens (12-21) from diverse backgrounds and abilities.

### **POSITION REQUIREMENTS**

- Bachelor's degree
- Must pass civil service exam (see additional document)

REPORTS TO (supervision and direction): Library Manager

### **WORKING RELATIONSHIPS**

- Able to work collaboratively with library staff to ensure that the library runs smoothly and that policies and procedures are followed.
- Must be community minded and develop and maintain effective relationships with schools, community groups, agencies and nonprofits that target children and teens in order to plan and deliver programs and services that meet the needs and interests of local children and teens

### **ESSENTIAL DUTIES (key tasks)**

- Provide prompt,courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment and services.
- Prepare and issue flyers and press releases
- Maintain a working knowledge of children's and young adult literature
- Coordinates daily activities with staff

- Plan, promote and conduct early literacy storytimes
- Plan, promote and conduct a variety of programs for children, teens and families
- Assist with outreach to the local schools, early childhood programs and other community organizations
- Maintain calendar of events including program statistics
- Assist the manager with collection development
- Participate in continuing education workshops to develop skills
- Provide excellent customer, reference and reader's advisory services to children, teens and parents
- Circulation desk duties as assigned for smooth library operation
- Other duties as assigned

## CORE SKILLS

- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to work with children, teens, parents, and other community members involved with youth services
- Ability to identify and translate young adult needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be able to speak distinctly to large groups.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.
- Must possess physical mobility involving bending, lifting, climbing, stairs, kneeling, reading, hearing.
- Canava, Microsoft office, Google workspace preferred

*This job description is not, nor is it intended to be a complete statement of all duties, function and responsibilities which comprise this position.*