

Library Assistant (Youth Services)

Rockwell Falls Public Library is looking for a part-time youth services library assistant who reports to the library manager. 25 hours per week, \$18 per hour. Must be available evenings and Saturdays. Send a letter of interest, resume, and credentials to 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

- Associate's degree in Education, Library Science, Public Administration, English or Communications, or a closely related field OR
- Graduation from high school and 2 years of experience in a library setting or performing duties related to the oversight, coordination and administration of programs
- 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 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 the 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 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, and 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, and hearing.
- Canava, Microsoft Office, Google Workspace preferred

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

