

Part-Time Children's Associate  
**Troy-Miami County Public Library**  
*Resumes received prior to Sept. 22 will receive priority.*

**Job Title:** Youth Services Associate

**Immediate Supervisor:** Youth Services Manager

**Status:** Part-time

**Benefits:** Sick and vacation leave, health insurance, employee assistance program, holiday pay, training opportunities, and membership in the Ohio Public Employees Retirement System

### **Summary of Responsibilities**

An employee in this position advances the mission of the library by providing library services to children at the Troy library. Duties include, but are not limited to storytelling (with all the voices), planning and organizing events including toddler story times, book clubs, move and groove, and mornings in motion. Additional duties include providing reference assistance, creating book displays and other artistic displays, and working the children's reference desk.

### **Qualifications**

- Must love children even ones who shriek, ask inappropriate questions, and/or may be slightly sticky
- Must have a tolerance for mild chaos and a reasonable amount of noise
- Energetic, innovative, and forward-thinking
- Crafty, creative, imaginative, and able to establish a good rapport with children and their parents
- Knowledge of children's literature
- Self-motivated, organized, efficient, and productive with excellent time management skills
- Able to maintain effective relationships with fellow employees, other agencies, and the public
- Excellent written and verbal communication skills
- Able to stand for extended periods of time and lift a minimum of thirty pounds
- College degree and experience working with children *or* appropriate level of on-the-job experience with experience working with children from infants through grade six
- Able to work nights and weekends as needed

### **Position Requirements**

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- Customer Service: Strives to maintain positive internal and external customer service relationships. Works circulation desk and resolves any circulation problems. Able to plan, implement, and evaluate programs for children and adults.
- Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations.
- Organizational Ethics: Maintains a high level of ethics, integrity, and confidentiality. Follows all library policies and procedures.
- Technical Skills: The ability to perform necessary tasks, and provide assistance to patrons, using a variety of technologies.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

Troy-Miami County Public Library is an Equal Opportunity employer. We recruit and hire the most qualified applicant without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.