



Bexley
Public Library

Bexley Public Library
2411 E. Main St.
Bexley, OH 43209
614-231-9709

EMPLOYMENT OPPORTUNITY

Position Title: Youth Services Library Associate
Date of Posting:
Applications Due: Open until filled; *Preference to applications received by 5:00pm,*
Designated Hours: 24 hours/week (average hours based on 3-week schedule rotation)
Rate of Pay: \$15.65/hour

Schedule: Preferred experience and skills may influence schedule. Some evenings and weekends including an every third week weekend rotation.

About the Library:

Bexley Public Library is an award-winning library that prides itself on being the heart of our community. We have an enthusiastic team of employees who are passionate about our mission to enlighten, engage, and inspire a community of lifelong learners. Together we accomplish our mission by providing exceptional library service in a dynamic, fun and collaborative work environment.

Description:

Bexley Public Library seeks a friendly, self-directed, and detail-oriented individual for the position of part-time Library Associate. **The ideal candidate will be curious, adaptable, dependable, positive, and have a strong commitment to public service and most especially to youth and their caregivers.**

The Library Associate works with the Information Services team to provide outstanding patron service. Responsibilities include: proactively and resourcefully assisting patrons and colleagues; locating library materials using sources in various formats; making recommendations for books, movies, and music; providing technology training and assistance; and working on special projects including library programs. Additionally, he/she will be able to work both independently and be an effective team member, have a high degree of comfort with technology, and the ability and desire to learn and apply new skills.

Required Qualifications: Bachelor's degree

Preferred Qualifications: At least one (1) year of customer service experience, preferably with youth and their caregivers. Library experience is also highly preferred.

TO APPLY: You must complete an Application for Employment, which can be found online at www.bexleylibrary.org/employment. E-mail the completed application along with a copy of your cover letter, resume, and contact information for three professional or academic references to: employment@bexleylibrary.org. Bexley Public Library is an Equal Opportunity Employer.