

**20 Hour Part-Time Position**

Position Title: Youth Services Assistant

Classification: Library Assistant III

Hours /FLSA status: Non-Exempt Part-time 20 hours per week

Must be able to work a varied schedule, including mornings, afternoons, evenings, and weekends.

Location: Chardon

Starting Hourly Wage: **$13.89 hourly**

Reports to: Head of Youth Services/Assistant Manager

Staff Supervised: none

**Positions Summary:** Plans and implements programming for youth, birth through teens, in addition to providing reference and reader’s advisory to the public, and assisting with collection duties for children and teens.

**Essential Job Functions:** This list is illustrative, but not exhaustive for this position.

* Plans and conducts programming for youth, birth through teen under supervision of the Head of Youth Services.
* Provides reference and reader's advisory to the public.
* Provides assistance and training to the public on e-content and devices.
* Assists with collection development for both children and teens.
* Assists with outreach and partnering with area schools and organizations.
* Participates as a team member with library staff in performing any duty essential to the achievement of efficient library operations.
* Other duties as assigned

**Minimum Education, Experience, and Licensing Requirements:**

* Bachelor's degree.
* Ability to relate well with staff and public, especially children and teens.
* General knowledge of the library and children's and teen literature.
* Excellent computer skills.
* Willingness to learn reference skills and work with new technologies.
* Ability to present in front of groups of children, teens, teachers and parents.
* Possesses reliable work habits.

**Physical Requirements:**

* Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment.
* Able to read computer screens and print materials
* This position requires alternate standing, sitting, and walking.
* Must be able to bend, reach, and have the ability to lift up to 40 pounds or more on occasion.

**Application Deadline:** Applications received by October 24, will receive first consideration. Position will be advertised until filled. If interested provide: Resume, work references and Geauga County Public Library application. Apply via email: **GCPL.recruiting@geaugalibrary.net**

Posting date: 10/15/2018