

HENDERSON MEMORIAL PUBLIC LIBRARY

Jefferson, Ohio

Position: Youth Services Assistant, part-time

Hours: 30 hours per week, includes days, evenings, and weekends

Salary: Starts at \$9.50

Description:

Provide & plan story times for kids, outreach to local schools and agencies, assist in facilitating juvenile programming for youth ages 0-12 and their families; perform customer service and clerical duties related to the daily operation of the library.

Qualifications:

- Must have a high school diploma or equivalent; college degree preferred
- Must have knowledge of children's literature
- Ability to network with area schools and organizations to promote library usage and programs
- Prior experience working with children
- Ability to plan, organize, and implement juvenile programming
- Ability to work in a fast-paced environment and set daily priorities
- Must possess outgoing personality and be approachable to children and parents
- Computer proficiency using basic office applications and internet
- Must possess patience, tact, and courtesy to assist the general public and ability to work harmoniously with others; maintain positive interaction with the general public at all times.
- Must be able to work a flexible schedule, including some evenings and weekends
- Ability to maintain a dependable attendance record
- Able to lift, push, and pull light to moderate loads
- Ability to exercise independent judgement and initiative within established policies and regulations

Benefits: holiday pay, accrued vacation & sick time

Reports to: Library Director or Designee

Apply: Interested applicants must provide a resume along with three references and fill out a job application provided online at our website at www.henderson.lib.oh.us under ABOUT US, Library documents & forms by January 31, 2020 to:

bev.follin@hmpl.info