



# TIFFIN-SENECA PUBLIC LIBRARY

77 Jefferson Street, Tiffin, OH 44883

tiffinlibrary@tiffinsenecalibrary.org

## We're Hiring—FT Opportunity to Make a Difference in Kids' Lives—Tiffin, OH

### ABOUT THE JOB

As a Youth Services Assistant, you will help kids develop a love of reading and using the library. You will provide direct service to library patrons at the Youth Services desk. You will plan, implement, and evaluate programs and activities geared to the needs of children and families and perform outreach initiatives within the community.

### TO APPLY

Submit your resume, and three professional references online via Indeed.com. You can also email your materials to [jobs@tiffinsenecalibrary.org](mailto:jobs@tiffinsenecalibrary.org) with "Youth Services Assistant Search" in the subject line, or drop-off paper copies at the library (feel free to mail them too). We need to receive your materials on or before August 4, 2023. No phone calls, please.

### ABOUT US

At Tiffin-Seneca Public Library, you will be part of a team focused on providing the community with access to diverse materials, inspiring spaces, useful tech, and quality programs and experiences that enhance lives, stimulate minds, and build a lifetime of great memories.

Full-time staff members enjoy an attractive package of benefits including access to medical, dental, and vision insurance, paid vacation and sick time, eleven paid holidays each year, an employee assistance program, professional development and training opportunities, and participation in the Ohio Public Employees Retirement System (OPERS).

### THE DETAILS

<i>Job Title:</i>	Youth Services Assistant
<i>Hours:</i>	Full-Time (39.5 hours per week)
<i>Classification:</i>	Nonexempt
<i>Department:</i>	Youth Services
<i>Reports To:</i>	Youth Services Manager
<i>Hiring Range:</i>	\$12.99 - \$16.24
<i>Full Position Range:</i>	\$12.99 - \$19.94

### ESSENTIAL FUNCTIONS

- Provides direct patron assistance, including basic Reference and Readers' Advisory services.
- Assists patrons with use of library materials and equipment, including patron computers.
- Assists with planning and tasks related to library programs, Story Times, the annual Summer Reading Program, and other special events as assigned.
- Participates in maintenance of the Junior Library space, collections, exhibits, and displays.
- Conducts Youth Services outreach activities as assigned.
- Helps prepare the library for opening, closing, or special events.
- Attends relevant training opportunities, webinars, and workshops.

- Resolves incidents, problems, concerns, and conflicts according to library policies and procedures.
- Maintains regular and predictable on-site attendance.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of developmental, recreational and educational needs of children and young adults.
- Basic knowledge of library organization and finding information and materials in the collection.
- Technology skills sufficient effectively operate a computer, perform online tasks and searches, utilize Microsoft Office productivity software, and learn library-specific software.
- Genuine interest in assisting children, young adults, and their caregivers.
- Ability to maintain an atmosphere that is positive, fun, and encouraging for patrons.
- Ability to speak and perform in front of groups of Youth Services patrons and parents.
- Creativity, organization, and able to use time well.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **WORK ENVIRONMENT / PHYSICAL DEMANDS**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions).

This position requires lifting light objects (less than 25 pounds) and carrying them short distances (50 feet or less) and pushing wheeled carts to move library materials weighing up to 200 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of this job.

#### **SCHEDULE**

39.5 hours per week, scheduled on weekdays—including some evening hours—and within a weekend rotation. Occasional schedule variations in support of meetings, staffing needs, or library programs and events will occur.

#### **REQUIREMENTS**

- Bachelor's Degree
- Criminal Background Check
- Valid driver's license and clean driving record.

*Note: Any individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.*

#### **PREFERRED QUALIFICATIONS**

- Previous public library experience
- Background in early childhood development or previous experience working with children and young adults.

*Tiffin-Seneca Public Library is an Equal Opportunity Employer. All Tiffin-Seneca Public Library staff are "At-Will" employees. This job description is neither a contract nor an all-inclusive list of duties.*