

# JOIN OUR TEAM!

## Library Associate: Youth Services

Part Time  
28 hours / week

### Qualifications:

- High School Diploma or GED
- Experience working with children of all ages is preferred
- College course work or bachelor's degree is preferred
- Library experience is a plus
- Knowledge of children's literature and programming is a plus

### Responsibilities Include:

- Designs, develops, and delivers programs for selected age groups as assigned by the Youth Services Manager including Evening Family Storytime
- Oversees youth programs such as LEGO Club and Read to a Dog
- Assists with planning and execution of Summer Reading Programs for children and teens
- Assists with family programming
- Helps patrons including children and caregivers with reference questions and readers advisory questions
- Maintains the order of the children's department including shelving, furniture, and displays
- Charging / discharging library materials
- Answering reference questions
- Registering and assisting patrons
- Advising patrons of circulation rules and library policies
- Performing opening and closing procedures
- Shelving and organizing library materials
- Answering questions regarding computer use
- Able to lift up to 40 lbs. + transport 20 ft.
- Able to move 200 lb. fully loaded book cart
- Able to stand, bend, and stoop for periods of time
- Other duties as required

Requires a flexible schedule that includes morning, afternoons, evenings, and at least one Saturday per month. Responsibilities will be split 40 percent Youth Services and 60 percent Library Clerk duties.

Position starts at \$16.00/hr.



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