



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Job Title: Youth Services Assistant

Immediate Supervisor: Head of Youth Services

Positions Supervised: None

FLSA Status: Non-Exempt

Position Summary:

Under the general supervision of the Head of Youth Services provides innovative youth service support, programs and outreach.

Principal Responsibilities:

- Provides assistance and support at children's and teen public service desks including reference and readers' advisory services.
- Develops innovative programs and outreach opportunities to promote literacy and curriculum enrichment. This includes utilizing effective public relations techniques to promote awareness through all media.
- Works collaboratively with library colleagues to provide the highest quality customer service.
- Performs other duties as assigned.

Required Experience, Skills, Knowledge and Abilities:

- Possesses a strong working knowledge of youth literature as well as best practices, trends and developments related to youth services.
- Demonstrates experience working with children and teenagers in a library, school, or social service setting.
- Possesses excellent interpersonal, oral and written communication skills.
- Demonstrates respect for diversity, equity and inclusion of cultural values.



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- Has strong organizational skills with the ability to work independently, set priorities and meet goals.
- Is proficient in current Microsoft Office applications. Is proficient in or possesses a strong desire to learn Canva, Beanstack and Sirsi software programs.
- Is proficient in or possesses a strong desire to learn other appropriate technology (social media, tablets and other personal devices).
- Ability to work a flexible schedule that will include some evening and weekend shifts.

Education:

- Bachelor's Degree in Education or related field.