

Youth Services Assistant

Library

Employer/Library: Washington District Library

Library Type: Public Library

County: Tazewell

Position Details

Full Time or Part Time: Part Time

Hours: 25-30

Salary: \$9-12 an hour

General Description: Under the supervision of the Youth Services Director, the assistant performs public service duties and clerical work.

Work Schedule: Works between 25-30 hours a week. Must work weekends and evenings, as needed.

Qualifications:

Education: High school diploma. Some college or special library training is preferred.

Experience: Computer training and library experience preferred. Past experience working with children is preferred.

Physical/Mental: The clerk must have general computer skills.

Library employees must be able to lift and carry items weighing up to 30 lbs. They must be able to reach high library shelves and bend, as needed. A stool can be used, if needed. They must be able to stand for extended periods of time.

Required Qualifications:

- Some college education
- Library Technical Assistant (LTA) degree or comparable library experience
- Experience working with children
- Ability to be pleasant and courteous with public
- Organizational skills
- Patience and a sense of humor

Preferred Qualifications:

- Experience with graphic design/Microsoft Publisher

Duties and Responsibilities:

Duties include, but are not limited to, the following:

- Aid in the planning and implementation of children's programming.
- Provide circulation services and readers advisory at Children's Area circulation desk.
- Plan and implement storytimes.
- Lead library visits for daycares, schools, etc.
- Work with Youth Services Director to plan summer reading program.
- Coordinate Youth Services volunteer activities.
- Maintain Children's Area decorations and displays.
- Create advertising for library programs and events, including flyers, posters, brochures, newsletters, and PowerPoint presentations.
- Due to the size of the library staff, the clerk will be asked to help with day-to-day library tasks, as needed, including, but not limited to checking out materials for patrons and opening/closing the library.
- Other duties as needed.

Supervision: Report to the Youth Services Director.

To Apply

Application Deadline: Date below

Deadline Date: Wednesday, February 21, 2018

Application Note:

To apply, please submit a cover letter, resume, and three references to:

Lexie Walsh

Youth Services Director

awalsh@mtco.com (mailto:awalsh@mtco.com)

Application Contact: Lexie Walsh