

Loudonville Public Library - Job Posting

Youth Services Assistant

Summary:

Immediate Supervisors: Youth Services Lead

Positions Supervised: None

Under general supervision, the Youth Services Assistant completes assigned tasks involving programming, collection management, outreach, and otherwise providing services to patrons from the age of 0 through 18 and their caregivers. The Youth Services Assistant also provides general customer service and participates in the general operation of the Library. The Youth Services Assistant must possess a genuine desire to serve children and young people.

Qualifications:

- A High School Diploma. A bachelor's degree in education or related field is highly desirable.
- Genuine enjoyment interacting with and providing service to children and teens.
- Experience working with children and teenagers in a library, school, or social service setting is preferred.

Knowledge of:

- Library policies, procedures, and techniques (may be acquired after hire)
- Dewey Decimal Classification System
- Wide range of children's and teen books and materials.
- Working knowledge of the Internet, current Microsoft Office programs, and office equipment (projectors, printers, copiers, fax machines, microform readers, tablets)
- Comfortable with social networking tools and current technological trends

Working Conditions: This position is budgeted for 24 hours. The Youth Services Lead is required to work a flexible schedule, including evenings and weekends. Work is mostly performed in a Library/Office setting with visits made to other schools and institutions as appropriate.

Starting Pay: \$11.75/hr.

Benefits: Paid vacation & sick time, 7 holidays, 2 personal days etc.

Essential Duties and Responsibilities:

Note: The duties listed below are inclusive, but not limited to, the tasks performed by this classification.

Public Service:

- Responds to patron questions in person, by phone, or e-mail
- Assist patrons with the location and use of library materials

- Assist and instruct the public in the general use of the computers and library equipment
- Provides reference & reader's advisory services for babies, children, tweens, teens, and parents and recommends age appropriate materials to them
- Perform general circulation tasks as needed including the checkout of library materials and the handling of account issues
- Responsible for helping to maintain an appropriate library atmosphere
- Advocate for children and teens in the Library and in the community
- Serves as a Floor Leader when assigned.

Programming & Outreach:

- Coordinate and conduct school visits (classes to library and Librarians in schools)
- Conduct impromptu programming using pre-prepared resources and plans
- Create positive, memorable experiences for children of all ages and teens in the Library
- Devise, plan and conduct programs for babies, children, tweens, teens, and parents
- Coordinate with Public Relations to ensure the promotion of events, activities, and news

Collection Development:

- Under the direction of the Youth Services Lead, develops and maintains the children's and teen collections including selection, weeding, repair, and replacement
- Follows current selection and acquisition policies
- Maintains knowledge of available materials and patron reading preferences

Additional Duties:

- Attends staff meetings
- Adheres to, supports, and effectively implements administration and library board policy
- Understands and upholds the principles of Intellectual Freedom
- Sorts and delivers mail, as needed
- Performs duties associated with the processing of incoming and outgoing library materials through "cargo" as needed
- Maintains and increases knowledge and skills through attendance at meetings and other continuing education opportunities
- Performs additional duties and assignments, as requested by the Director or Youth Services Lead

Additional Qualifications: Must be able to lift or move 50 pounds. A valid Ohio Driver's license is required and a clean driving record must be maintained. A criminal background check is required.

Application Procedure:

Apply by submitting a completed library application and resume to Melissa Mallinak, Director of the Loudonville Public Library, 122 E. Main Street, Loudonville, OH 44842 (director@loudonvillelibrary.org). Forms and official job descriptions may be obtained from the Library's Public Services Desk and from www.loudonvillelibrary.org. Loudonville Public Library is an Equal Employment Opportunity Employer.

Deadline for Applications: Applications will be accepted until the position is filled. Interviews will be scheduled as soon as possible.

External Post Date: 5/7/21 Position open until filled