

Loudonville Public Library - Job Posting

Youth Services Assistant

The Loudonville Public Library is currently accepting applications for a **Youth Services Assistant**.

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 current Microsoft Office programs
- Common library and office technology (ILS systems, electronic databases, copiers, printers)
- Comfortable with social networking tools and current technological trends

This is a part-time position regularly scheduled for 24 hours per week. The Youth Services Assistant is required to work a flexible schedule, including evenings and weekends. Work is mostly performed in a Library/Office setting with visits made to schools and institutions as appropriate.

Hourly Rate: Starting at \$14.25/hour.

Benefits: Include paid vacation, sick, personal, and holiday time; OPERS retirement

Application Procedure:

Submit complete applications in person, via mail to the address below, or via email. Incomplete applications and those not submitted as requested cannot be considered. Resumes are optional and do not replace the application. Printed applications and full job descriptions are available at the library and from www.loudonvillelibrary.org. Loudonville Public Library is an Equal Opportunity Employer.

Loudonville Public Library
Attn: Melissa Mallinak, Director
122 E Main St
Loudonville, Ohio 44842

applications@loudonvillelibrary.org

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

Internal Posting Date: 3/16/26
External Posting Date: 3/16/26