

JOB DESCRIPTION

POSITION: YOUTH SERVICES ASSISTANT

REPORTS TO: Youth Services Librarian

MINIMUM REQUIREMENTS: High school diploma or GED. Documented experience working with youth in a professional or volunteer capacity. Amiable with genuine interest in public service, particularly working with children and young adults. Strong written and verbal communication skills. Attentive to detail. Advanced computer skills.

PREFERRED QUALIFICATIONS: Minimum of associate degree in library science, education, or related field. One year of professional experience in a public library, ideally with Youth Services. Self-starter and lifelong learner able to take on new information quickly and assist patrons with all library functions and activities, including technology and electronic resources. Outgoing personality with desire to present engaging programs to children and teens. Flexible and open to change, with a healthy and appropriate sense of humor.

PRIMARY DUTIES: Assist with Youth Services programming as needed and directed. Plan, prepare, and present story time, teen sessions, and other Youth Services programs in conjunction with – or in the absence of – the Youth Services Librarian. Research and prepare thematic crafts and activities, displays, and materials. Assist with collection maintenance and organize materials and facilities in Youth Services. Support the Summer Library/Reading Program as directed. Provide outreach and community services for the library, including establishing partnerships that may include leading presentations and programs. Monitor and coordinate office and program supplies. Assist with circulation desk coverage, book processing, and other duties as assigned. Ability to travel between various locations to meet the assignments of the position. Participate in ongoing professional development.

OTHER DUTIES: As assigned by Youth Services Librarian or Library Director.

Must be able to work evenings, weekends, and varied schedules based on library needs. Work is primarily indoors and requires bending, stooping, reaching, lifting, and pushing book carts up to 50 pounds.

HOURS PER WEEK: 37.5 hours per week, including evenings and weekends.

POSITION OPEN: Until filled, with first review beginning January 4, 2019.

TO APPLY: Submit an SCPL application and/or resume to:

C. Denise Norris

Youth Services Librarian

South Charleston Public Library

312 Fourth Avenue

South Charleston, WV 25303

denise@scplwv.org