

Library Associate – Youth Services

Part Time - 28 hours/week

Qualifications:

- High school diploma
- Experience working with children of all ages is preferred
- College course work or bachelor's degree is preferred
- Library experience is a plus
- Knowledge of children's literature and youth services programming is a plus

Job responsibilities - 50 percent Youth Services/50 percent Library Clerk:

- Designs, develops, and delivers programs for selected age groups as assigned by the Youth Services Manager including Evening Family Storytime and Teen Events
- Oversees youth programs such as LEGO Club and Read to a Dog
- Assists with planning and execution of Summer Reading Programs for children and teens
- Assists with family or other library programming
- Assists with and/or conducts outreach activities in the community
- Helps patrons including children and caregivers with reference questions and readers advisory questions
- Maintains the order of the Youth Department including shelving, furniture, and displays
- Monitors and reports needed department supplies
- Attends or completes professional development opportunities
- Charging / discharging library materials
- Answering reference questions
- Registering and assisting patrons
- Advising patrons of circulation rules and library policies
- Performing opening and closing procedures
- Shelving and organizing library materials
- Answering questions regarding computer use
- Able to lift up to 40 lbs. + transport 20 ft.
- Able to move 200 lb. fully loaded book cart
- Able to stand, bend, and stop for periods of time
- Other duties as required

Requires a flexible schedule that includes morning, afternoons, evenings, and at least one Saturday per month.

Position starts at \$16.48/hr. Benefits include paid vacation, library paid life insurance (\$20,000), YMCA wellness membership.

Position open until filled. First consideration given to applications received by August 22, 2025.