

YOUTH SERVICES ASSISTANT LIBRARIAN: The Linwood Community Library District #1 currently has a part-time non-exempt position available. This position is for 15 hours per week.

GENERAL DESCRIPTION: The Youth Services Assistant is responsible for meeting the library and information needs of children and families of all ages. The Youth Services Assistant also provides reader's advisory, reference service and programming for children, parents and adults working with children from infancy through High School.

JOB FUNCTIONS:

1. Assists in the development, scheduling, and delivery of library programming.
2. Provides reference and reader's advisory services to library patrons.
3. Knows and explains library services and resources.
4. Maintains effective, courteous working relationships with all library patrons.
5. Works as a team member with other staff and volunteers.
6. Provides outreach for community groups, organizations and schools.

PHYSICAL AND COGNITIVE REQUIREMENTS:

- Ability to read, write and understand written and verbal instructions.
- Ability to speak and hear to communicate with patrons; ability to hear and see various forms of library media and material.
- Ability to utilize computer keyboard and monitor.
- Ability to file alphabetic and numerical systems.
- Ability to lift items ranging from 10-25 pounds and ability to push carts from 25-50 pounds.
- Ability to reach heights up to six feet and bend to floor levels.
- Ability to perform repetitive hand movements using computer keyboard and opening/closing of library material casings.

WORK SCHEDULE: 15 hours per week work schedule. The work schedule for this position will include some day, afternoon, and evening hours with a weekend rotation. Work schedule may vary occasionally to help meet department scheduling needs as well as to assist with special programs and events.

QUALIFICATIONS:

Required Skills

*High School diploma or GED equivalent

Preferred Skills

*Previous library experience.

*Previous experience working with children in a childcare/educational setting

*Experience with emerging technology.

HOURLY WAGE/BENEFITS: Hourly rate is \$10.50 per hour.

APPLICATION INSTRUCTIONS:

Deadline for application submission is Monday, June 5th, 2018 or until filled. Applications can be emailed (director@linwoodlibrary.org), mailed (Linwood Library P.O. Box 80 Linwood, KS 66052) or dropped off at the library.