



## 20 Hour Part-Time Position

Position Title: Youth Services Assistant  
Classification: Library Assistant III  
Hours /FLSA status: Non-Exempt Part-time 20 hours per week  
Must be able to work a varied schedule, including mornings, afternoons, evenings, and weekends.  
Location: Middlefield  
Starting Hourly Wage: **\$13.89 hourly**  
Reports to: Head of Youth Services/Assistant Manager  
Staff Supervised: none

**Positions Summary:** Plans and implements programming for youth, birth through teens, in addition to providing reference and reader's advisory to the public, and assisting with collection duties for children and teens.

**Essential Job Functions:** This list is illustrative, but not exhaustive for this position.

- Plans and conducts programming for youth, birth through teen under supervision of the Head of Youth Services.
- Provides reference and reader's advisory to the public.
- Provides assistance and training to the public on e-content and devices.
- Assists with collection development for both children and teens.
- Assists with outreach and partnering with area schools and organizations.
- Participates as a team member with library staff in performing any duty essential to the achievement of efficient library operations.
- Other duties as assigned

**Minimum Education, Experience, and Licensing Requirements:**

- Bachelor's degree.
- Ability to relate well with staff and public, especially children and teens.
- General knowledge of the library and children's and teen literature.
- Excellent computer skills.
- Willingness to learn reference skills and work with new technologies.
- Ability to present in front of groups of children, teens, teachers and parents.
- Possesses reliable work habits.

**Physical Requirements:**

- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment.
- Able to read computer screens and print materials
- This position requires alternate standing, sitting, and walking.
- Must be able to bend, reach, and have the ability to lift up to 40 pounds or more on occasion.

**Application Deadline:** Applications received by December 10, 2018, will receive first consideration. Position will be advertised until filled. If interested provide: Resume, work references and Geauga County Public Library application. Apply via email: [GCPL.recruiting@geaugalibrary.net](mailto:GCPL.recruiting@geaugalibrary.net)

Posting date: 11/28/2018