



20 Hour Part-Time Position

Application Deadline: Position will be advertised until filled.

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: Geauga West
Starting Hourly Wage: **\$15.50 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.

If interested provide: Resume, work references and Geauga County Public Library application.

Application available online at: <http://divi.geaugalibrary.net/28458-2/career-opportunities/>

Apply Online: **GCPL.recruiting@geaugalibrary.net**

Geauga County Public Library – Administrative Center

12701 Ravenwood Drive, Chardon, OH 44024

Posting date: 11/5/2021