



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | durhampubliclibrary.org

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## Library Assistant– Children’s & Youth Services Department

Position Description: Creative, outgoing friendly and patient person needed to join a dedicated staff in the Durham Public Library’s busy Children’s & Youth Services Department. Candidate must enjoy working with children; have good communication skills, both oral and written; be computer literate, comfortable assisting patrons, able to lead programs such as storytimes for children and events and activities for teens. Must be familiar with children’s and teen literature, social media, and computer technology.

Hours : 24 hours per week. Must be able to work some Saturdays and evenings.

### Responsibilities:

- Prepare crafts, design displays, and assist in general upkeep of the children’s and young adult areas.
- Work with Head of Youth Services to develop the children’s and young adult collections.
- Provide strong customer service; perform outreach to the schools and the community.
- Demonstrate excellent verbal and written communication skills, and the ability to work collegially.
- Plan and perform children’s and young adult programs in collaboration with the Head of Youth Services including planning, scheduling, and overseeing summer reading programs.
- Assist children, young adults, and adults with reference questions and help connect them to materials and information.
- Process and shelve materials and perform circulation duties as needed.
- Other responsibilities as assigned.

Minimum Qualifications: Bachelor’s degree and some library experience preferred. Experience working with children; good organizational skills; knowledge of children’s literature; solid computer skills, automated circulation system preferred; ability to work independently; good sense of humor. A background check is required.

Salary: Competitive hourly rate commensurate with experience.

Other: Background check required

To apply, email resume including cover letter to Library Director Sheryl Bass at sbass@ci.durham.nh.us or mail to:

Durham Public Library  
Attn: Sheryl Bass  
49 Madbury Rd.  
Durham, NH 03824

**Resumes must be received by 8:00 p.m. on August 3, 2021.**

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Tasks require the ability to exert light physical effort in carrying and shelving books, and in performing other typical library functions. The employee must regularly lift and/or move material weighing up to 35 lbs. May be required to push or pull book trucks weighing up to 150 pounds. Vision and hearing at, or correctable to, normal ranges is necessary. Depth, color, peripheral, and distance vision routinely required. Standing, sitting, kneeling, squatting, and reaching routinely required.*