



Durham Public Library

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

Library Assistant– Youth Services Department

A creative, outgoing, and friendly person is needed to join our dedicated staff! Candidate must enjoy working with children and teens; have good written and verbal communication skills; be computer literate and be comfortable assisting patrons of all ages, including planning and performing during storytimes.

The ideal candidate for this position is confident, fun, flexible, enthusiastic, and enjoys children!

Pay & Hours: \$18.00 per hour/24 hours per week. Must be able to work alternating Saturdays, Tuesdays 12:00 PM to 8:00 PM, Wednesday 9:30AM to 2:00PM, Thursdays 10:00AM to 6:00PM, and Fridays from 9:30AM to 2:00PM.

Primary Job 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:

- A BA/BS degree from an accredited college or university or a combination of college and relevant work experience.
- Experience working with people of all ages.
- Good organizational skills and the ability to work independently.
- Solid computer skills including a familiarity with software applications such as Canva, Microsoft products, Adobe products and mobile devices including smartphones, e-readers, and tablets.
- **Possession of a good sense of humor!**

Other: A full FBI background check with fingerprinting, at our expense, is required.

To apply, please email resume and cover letter to Library Director Sheryl Bass at sbass@ci.durham.nh.us no later than 5:00 PM on Friday, July 19, 2024.

Durham Public Library is an equal opportunity employer. We are committed to providing a work environment that promotes an understanding of and appreciation for the value diversity brings not only to our organization, but our entire community.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.