



POSITION: Youth Services Library Assistant (2025)

WAGE: \$18.00/hr.

HOURS: Seasonal, June 2, 2025 - August 16, 2025
Part-time, 18 hrs per week, includes evenings and weekends

BENEFITS: Employee Assistance Program

ACCOUNTABLE TO: Youth Services Librarian

Job Overview:

The Youth Services Library Assistant is responsible for supporting the Youth Services librarian in providing a welcoming, inclusive, and engaging environment for children and teens. This position assists in the implementation of youth summer programming, and provides customer service to library patrons.

Key Responsibilities:

- **Program Assistance:**
 - Assist with the planning and delivery of youth programs such as storytime, book clubs, after-school activities, and special events.
 - Prepare materials and set up spaces for youth programs and activities.
 - Help with managing registrations and coordinating volunteers for youth programs.

- **Customer Service:**
 - Provide direct assistance to children, teens, and parents in locating materials, using library resources, and navigating library services.
 - Offer guidance on age-appropriate resources, activities, and programs.
 - Answer questions about library policies, programs, and services, in person or over the phone.

- **Collection Maintenance:**
 - Help with the organization, shelving, and retrieval of youth materials (books, DVDs, games, etc.).
 - Perform basic inventory checks, and assist with weeding and updating the collection based on guidelines.

- **Technology Assistance:**
 - Help patrons of all ages with using library computers, e-books, and other digital resources.
 - Assist with the operation of multimedia equipment during youth programs.

- **General Library Support:**
 - Assist with opening and closing procedures, including securing the library and handling daily administrative tasks.
 - Maintain cleanliness and organization in the Youth Services area.
 - Support library-wide events and initiatives as needed.

Qualifications:

- **Education/Experience:**
 - High school diploma or equivalent required; some college coursework in library science, education, or a related field preferred.
 - Experience working with children and/or teens in an educational, recreational, or library setting is a plus.

- **Skills and Abilities:**
 - Strong interpersonal skills with the ability to interact effectively with children, teens, parents, and other library staff.
 - Enthusiasm for working with youth and promoting literacy and education.
 - Excellent organizational skills with attention to detail.
 - Ability to multitask in a fast-paced environment.
 - Familiarity with library systems and technology (e.g., library catalog, computer applications, digital resources).
 - Ability to work independently and as part of a team.

Work Environment

This job operates in a professional library environment. This role routinely uses standard office equipment such as computers, printers, phones, cash register, photocopiers, etc. Will work behind a public service desk.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials as well as to set up and take down programming materials.
- Sitting, standing and walking.
- Ability to push/pull loaded book carts and lift/carry materials up to 40 lbs.
- Visual acuity and physical skills necessary to retrieve materials from shelves, maintain library materials and operate library equipment and software
- Hearing ability to answer the telephone and patron inquiries

Position Type/Expected Hours of Work

This is a part-time, seasonal (June 2, 2025 - August 16, 2025) position. Generally 8/9 a.m. to 5/6 p.m., or 9/10 a.m. to 6/7 p.m. Monday – Friday, with some weekend hours.

Education and Experience

- Experience working with children. Library experience preferred
- May require a valid Michigan driver's license.

Evaluation

All library employees are at will employees

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.