

The Wabash Carnegie Public Library seeks to fill the Youth Services Assistant position.

Please submit a current resume with cover letter to:

Wabash Carnegie Public Library

188 W. Hill St.

Wabash, IN 46992

Email: polly@wabash.lib.in.us

Position: Youth Services Assistant

Reports to: Youth Services Librarian

Nature of Work:

Provide direct patron service to children, young adults, and their caregivers to assist them in the full use of the resources and services of the Library's Youth Services Department.

Responsibilities:

Primary responsibility is to work as a team with Youth Services Department to serve patrons by way of programming and assisting youth and adults with book and resource selection.

Other responsibilities performed on a regular basis include:

- Provide circulation, reference, and reader's advisory service to patrons in the Children's Room and/or Young Adult collection area.
- Assist Youth Services Librarian in maintaining collections (may include: ordering, reviewing, and processing materials).
- Shelving and weeding of books and audio-visual materials, as needed.
- Provide administrative support.
- Create, implement, and assist with Youth Services Programs, including Young Adult.
- Supervision of Student Assistants.
- Any other responsibilities assigned by the Youth Services Librarian.

Qualifications:

Experience and/or training in working with children and/or young adults is preferred. An interest in children's and/or young adult literature is required. Experience with Microsoft Office is preferred. Must have the ability to work alone or in tandem with others. Service oriented, personable, interest and enthusiasm for learning, trustworthiness, energy, good judgement, reliability, a neat appearance, social maturity, willingness to work evenings and Saturdays are required. Must possess or be willing to earn Library Certificate 6 during employment.

Physical Requirements:

Reach 80" high; stoop 12" from floor level; push a book cart, 4 shelves, containing approximately 68 books, weighing approximately 80 pounds; visually identify information on a printed page and on a computer screen; audibly comprehend the meaning of spoken words.

Education:

High school diploma or GED; post secondary education particularly with focus in elementary and/or post secondary education preferred.

Compensation:

This is a full-time salaried position. Compensation is set annually by the Board of Trustees. Full benefits listed in the library's Personnel Policy.

Approved by Board of Trustees 2/21/17