



JOB POSTING

Youth Services Professional Assistant (Non-Exempt)

Part-time (20 hours/week)

Position Open: When filled

Starting rate: \$17.00/hour, may be commensurate with experience

Youth Services is looking for a customer-focused individual who is enthusiastic and can provide public services to patrons of all ages. The ideal candidate must have customer service experience and possess creativity, flexibility, a passion for helping people, and a commitment to promoting the joy of reading.

Some responsibilities include:

- Delivers public services for patrons of all ages in a creative, organized, friendly, polite, service-oriented, self-motivated, and enthusiastic manner to create a welcoming library environment.
- Participates in promoting and maintaining the department's collections and services.
- Replenishes materials for the Youth Services environment and activities daily as needed. Communicate with the Youth Librarian when supplies are required.
- Assists with necessary book repair/covering of the Youth Services collection material.
- Assists with creating and maintaining departmental engagement activities and displays.
- Provides readers' advisory and bibliographic instruction to patrons.

Knowledge and Skills Requirements:

- Customer Service experience is highly preferred.
- Familiarity with automated library systems, collection management systems, online tools, resources, and the Internet.
- Demonstrate consistency in work habits and attendance.
- Proficiency in using personal computers and related software.
- Practical communication skills in both oral and written forms.

Minimum Requirements:

- High school diploma, GED, or high school equivalency. Library experience is preferred.

Physical Requirements and Work Environment:

- Physical requirements include mobility for office work, ability to use office equipment, stamina for prolonged standing and walking, strength to lift up to 20 pounds, vision for reading and computer use, and hearing and speech for communication.

How to Apply: Application and full job description available at the Circulation Desk. Applications can be emailed to adminoffice@warsawlibrary.org