



## **JOB POSTING**

**TITLE:** Youth Assistant

**WAGE:** Starting at \$19.38/hour depending on experience; pro-rated vacation, sick, and holiday time; pro-rated flexible spending account

**STATUS:** Part-time (24 hours per week, includes evenings and weekends)

**REPORTS TO:** Head of Youth Services

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Staff the Youth Reference Desk.
- Prepare and present youth programs.
- Assist library users with finding materials and information, using both print and online sources.
- Maintain order throughout the Youth Department.
- Provide assistance in the use of library computer equipment and assist with troubleshooting.
- Some additional tasks in support of Youth Department may be assigned.

### **REQUIRED QUALIFICATIONS:**

- B.A. degree or equivalent
- Strong public service outlook with a love of children and a desire to work with them
- Experience working with children and families
- Knowledge of children's literature
- Knowledge of public libraries and their collections
- Computer experience
- Demonstrated ability to work independently and take initiative
- Demonstrated ability to be dynamic, energetic and resourceful
- Flexibility necessary with scheduling; evening and weekend hours required

### **DESIRED QUALIFICATIONS:**

- Experience working at a public library
- Experience with storytelling and/or other programming for children
- Knowledge of Dewey Decimal classification
- B.A. degree or equivalent in a related field (child development, education, children's literature, etc.)

**TO APPLY:** Submit in a *single* document: completed Saline District Library employment application (available at [salinelibrary.org/about/employment](http://salinelibrary.org/about/employment)), letter of application, and resume to:

Kelly Soerens, Head of Youth Services at [kelly@salinelibrary.org](mailto:kelly@salinelibrary.org).

Please contact Kelly via email or phone at 734-429-5450 with any questions.

**Applications received by Monday, May 8, 2023 will receive first consideration.**