

Rauchholz Memorial Library Youth Librarian/Director's Assistant

General Job Description: Responsible for youth programming and outreach activities (teen and children); cataloging, assist with youth collection development, circulation duties, and other duties as assigned.

Duties:

- Children's and teen programming
- Assist with children's and teen collection development
- Cataloging and processing all new material
- Assist with library's social media
- Assist with circulation duties
- Assist with interloans
- Prepares all marketing tools for children and teen programming
- Provides instruction and support for patrons use of technology and devices
- Assumes responsibility for Library operations in the absence of the director
- Open and closes library when scheduled
- Other duties as assigned

Qualifications:

- Associate degree, Bachelor preferred but not required
- Broad understanding of public library services
- Children/Teen programming in public library
- Cataloging skills
- Computer fluency in Windows, Microsoft office, and graphic-design programs
- Communication skills; fluent in English (written and oral)
- Knowledge of technology and electronic resources
- Experience with social media (Facebook, Instagram, Twitter)
- Strong writing skills
- Valid driver's license