

JOB OPPORTUNITY

HUBBARD PUBLIC LIBRARY CHILDREN'S ROOM seeks an individual to join our Youth Services staff.

POSITION: Youth Services Assistant

- Part Time, 24 hours per week including 2 evenings and every third Saturday
- Compensation: \$11.25

QUALIFICATIONS:

- College degree
- Experience working with children required
- Library experience preferred

REQUIRED KNOWLEDGE AND SKILLS:

- Enthusiastic attitude towards children and reading
- Must present a warm, welcoming presence when dealing with the public
- Ability to communicate effectively with children and parents
- Knowledge of children's materials in all formats
- Working knowledge of computers and basic computer skills

RESPONSIBILITIES:

- Devises, plans, and presents programs for children birth through age twelve and their families
- Devises and prepares materials for passive enrichment activities
- Performs reference work, filling patrons' requests for information and materials
- Assists and instructs patrons in use of library materials, catalog, and equipment
- Organizes and maintains hands-on learning materials
- Suggests appropriate materials for purchase
- Performs other duties as needed

EFFORT REQUIRED:

- Considerable mobility for moving around the library when providing public service.
- Strength and agility for retrieving materials (from near floor level to 84" high), moving furniture and computer hardware, and conducting programs.
- Must be able to use or learn to use computers, telephone, photocopier and storytelling materials.
- Occasional lifting and carrying of book totes and similar weights up to 25 lbs.
- Must be able to concentrate on the task at hand, regardless of distractions.
- Requires alertness to patron needs and ability to assist patrons who may have any type of disability.
- Must be able to travel off site to attend workshops, etc.

Qualified candidates may submit a letter of interest, resume, and 3 references to:

Mary Anne Russo, Children's Department Supervisor
436 West Liberty Street, Hubbard, OH. 44425
maryanne@beyond-books.org

Position will remain open until filled.