Job Posting
Youth Services Associate (Part-Time)
Hours: 15-18 hours/week
Salary Range: $10–$15.50 DOQ

SUMMARY OF RESPONSIBILITIES
Connects library patrons to information, entertainment, technology, and culture through library services, programming, readers’ advisory and general assistance.

JOB RESPONSIBILITIES
- Patron Assistance - Assists library patrons with basic readers’ advisory and general information services in person, by phone, and online; troubleshoot patrons’ technology issues with computers or personal electronic devices.
- Programming - Assists with programs and outreach; creates and maintains displays to promote materials and library services.
- Performs various clerical tasks and other duties as assigned.

QUALITIES OF THE IDEAL CANDIDATE
- A high school diploma or GED
- Demonstrates excellent internal and external customer service.
- Proficiency in basic computer knowledge and demonstrable ability to use applications in Windows environment including Microsoft Office products, Internet use, and email.
- Knowledge of professional library principles, methods, techniques, and procedures.
- Ability to work flexible schedule including nights and weekends.

TO APPLY - Applications and resumes will be accepted until position is filled or by October 18, 2019 for preferred consideration. Full job description is available at www.wrightlibrary.org/jobs. To apply, send completed application and resume to Sarah Uchic at uchic@wrightlibrary.org or to Sarah Uchic, Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419.

Wright Library is an Equal Opportunity Employer.