Youth Services Library Assistant- Mason Public Library

Introductory Information

The person in this position will need to be flexible as they will be working as the assistant to our Youth Services Librarian, and as a Library Assistant as desk coverage is needed. This person will have a variety of library experiences.

Responsibilities

Works closely with Youth Services Librarian. Participates and assists youth services librarian with program planning and delivery, including tasks that require proficiency in Excel, Word, Google Docs. Must have a willingness to learn new technologies and applications. Assists with collection duties for children and teens. Assists with craft prep for Library programs, which requires fine motor skills (such as cutting, tracing, tying, typing). Must be comfortable with performing in front of large groups (for Story Times and various programs). Must be willing to work offsite and outdoors for various programs. Reports to Youth Services Librarian, Assistant Director, and Director.

May be called upon to provide floor and desk coverage, which includes: providing patron assistance in a wide variety of reader services, including reference and research assistance; collects fines and charges for payment of lost books; enters renewals and reserves for materials; registers borrowers; handles circulation questions from patrons in person or by telephone. Stays up to date with new developments, and participates in continuing education events. Regularly attends staff and committee meetings. Other duties as assigned.

Qualifications

Two to four years of college; under-graduate degree preferred; prefer two + years of professional experience with children or young adults in an education or library environment, prefer some course work in library science, early child literacy or education. Must have ability to multitask and shift priorities as required. Must have the ability to lift and move up to fifty pounds of heavy volumes or materials, and to stand for extended periods of time. Background check required.

Hours

Part-time, must be able to work a varied and flexible schedule, including mornings, afternoons, evenings, weekends, and days up to 10 hours.

Salary and Benefits

Starting hourly wage: $14.33/hr. Earned vacation time after one year. Health insurance if 30+ hours a week.

Contact

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