Full-time Youth Services Assistant

Chillicothe & Ross County Public Library has an immediate opening for a 40-hour per week benefitted Youth Services Assistant based primarily out of the Main branch in Chillicothe with a starting wage of $17.33 an hour. Benefits include health, dental, vision and life insurance, paid vacation, personal, and sick leave.

The Youth Services Assistant assists the Enrichment Services Manager in designing, coordinating, and providing services and programs aimed at library users under the age of 18 at the main library and outreach locations. The successful candidate will be an energetic member of the youth services team that works with the public and has a strong focus on programming and customer service. The position requires a flexible schedule with events planned for various times of day, often including evenings and weekends.

Qualifications—

• High school diploma or G.E.D. Two years of coursework at the post-secondary level preferred.
• Two years of relevant experience with teenagers and children in an educational setting or two years of college.
• Ability to communicate effectively.
• Demonstrated ability to plan work and train and supervise others.
• Demonstrated familiarity with Young Adult and Children’s literature.
• Familiarity with MS Office products, keyboarding/windows proficiency.
• Must successfully pass a criminal background check.

Other requirements—

• Reliable transportation and ability to travel throughout the county as needed.
• Evenings and occasional weekends required.

To apply—

For fullest consideration, email a meaningful cover letter, resume, and three references related to your work history to jobs@crcpl.org no later than midnight March 17, 2024.

For a complete job description, visit https://www.crcpl.org/employment

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve.

Chillicothe & Ross County Public Library is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.