

**Monroeville Public Library**  
Youth Services Associate (Part-Time)  
Posted on June 1, 2024

**Library Location:** Monroeville Public Library 34 Monroe Street, Monroeville Ohio 44847  
Position Hours: Up to 25 hours per week- including day/night/weekend hours  
Hourly Rate: \$12.50

**Position Profile:** If you're a friendly, outgoing, and positive person that enjoys helping people, we would love to work with you! As a Youth Services Associate, you'll be part of our hard-working and fun group. On this team you will play a vital role in shaping our services and programs. We are looking for someone who is flexible, innovative, optimistic, has a positive attitude and loves working with the youth of the community!

**Duties and Responsibilities:**

**Youth Services:**

- Develop and execute a storytime for children preschool age and under.
- Develop and execute all children programs for babies through teens.
- Spearhead Summer Reading Program every year with assistance from other staff.
- Help make selections for library materials in the youth section.
- Be continuously learning about youth services, early literacy, and reading support.
- Create artistic bulletins and book displays in the youth section.

**Patron Assistance:**

- Initial point of contact for all patrons. Spends the majority of the time providing customer assistance.
- Promotes library services and offerings to patrons.
- Introduces patrons to library platforms and demonstrates basic functions.
- Performs basic catalog searches.
- Assist with informational reference questions.
- You must be willing to work with patrons of all ages.
- Any other roles deemed necessary by the Director.

**Technology:**

- Ability to troubleshoot minor technology issues
- Working the copier, scanner, and faxing options on the copy machine
- Use library catalog software to check in/out and place holds for materials

**Education and Experience:**

- High school diploma or equivalent is required. Bachelor's Degree in Education or Child Development is preferred.
- Previous work with children/teens is required

- Years of relevant experience: 3-5 years is preferred.
- Experience with principles and practices of customer service is required.
- Experience with library circulation systems is preferred.
- Experience in a public library or a public sector is preferred.

**Working Conditions and Physical Requirements:** Routine lifting of moderately heavy items, such as books or records boxes (over 25 pounds and up to 50 pounds), pushing full carts and/or standing for long periods of time as well as frequent stooping and bending. Occasional minor discomforts from near-continual computer terminal use.

Must be able to successfully pass a background check.

If you feel that you fit the above criteria, please fill out an application and cover letter and return by email [jheckel@seolibraries.org](mailto:jheckel@seolibraries.org) or drop off at the circulation desk.

Positions are open until filled.

MONROEVILLE PUBLIC LIBRARY is an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sex, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.