



# TIFFIN-SENECA PUBLIC LIBRARY

77 Jefferson Street, Tiffin, OH 44883

tiffinlibrary@tiffinsenecalibrary.org

## A Part-Time Opportunity to Make a Difference in Kids' Lives—at the Library

### ABOUT THE JOB

Tiffin-Seneca Public Library is looking for a dedicated and skillful individual to join our team on a part-time basis. As a Youth Services Assistant, you will help kids develop a love of reading and using the library. Your focus will be Pre-K children through Early Elementary students. You will plan, implement, and evaluate programs and activities geared to the needs of these children and their families and perform outreach initiatives within the community.

### ABOUT US

At Tiffin-Seneca Public Library, you will be part of a team focused on providing the community with access to diverse materials, inspiring spaces, useful tech, and quality programs and experiences that enhance lives, stimulate minds, and build a lifetime of great memories.

Part-time staff members enjoy an attractive package of benefits including access to dental, and vision insurance at group rates, paid vacation and sick time, eleven paid holidays each year, an employee assistance program, professional development and training opportunities, and participation in the Ohio Public Employees Retirement System (OPERS).

### TO APPLY

Email your letter of interest, resume, and three professional references to [jobs@tiffinsenecalibrary.org](mailto:jobs@tiffinsenecalibrary.org) with "Youth Services Assistant Search #2" in the subject line or apply online through Indeed.com. Candidates may also mail materials to the library at 77 Jefferson Street, Tiffin, OH 44883. We need to receive your materials on or before Thursday, August 1 at 5:00 pm.

**No phone calls, please.**

### POSITION DESCRIPTION

<i>Job Title:</i>	Youth Services Assistant
<i>Focus:</i>	Pre-K through Early Elementary
<i>Hours:</i>	Part-Time (24 hours per week)
<i>Classification:</i>	Non-exempt
<i>Department:</i>	Youth Services
<i>Reports To:</i>	Youth Services Manager
<i>Starting Rate:</i>	\$14.00 / hour

### ESSENTIAL FUNCTIONS

- Plans, implements, and evaluates educational and entertaining Story Times, Summer Reading Program events, library programs, and other activities for patrons ages 4-8. Special emphasis is placed on the attainment of early literacy skills.
- Provides basic Reference and Readers' Advisory services for all patrons using the Junior Library.
- Assists patrons with use of library materials, computers, and equipment.

- Participates in maintenance of the Junior Library space, collections, exhibits, and displays.
- Conducts Youth Services outreach activities as assigned.
- Attends relevant training opportunities, webinars, and workshops.
- Resolves incidents, problems, concerns, and conflicts according to library policies and procedures.
- Maintains regular and predictable on-site attendance.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of children’s developmental, recreational and educational needs.
- Basic knowledge of library organization and finding information and materials in the collection.
- Technology skills sufficient effectively operate a computer, perform online tasks and searches, utilize Microsoft Office productivity software, and learn library-specific software.
- Genuine interest in assisting children and their caregivers.
- Ability to maintain an atmosphere that is positive, fun, and encouraging.
- Ability to speak and perform in front of groups of Youth Services patrons and parents.
- Creativity, organization, and the ability to use time well.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **PHYSICAL DEMANDS**

- Ability to sit and stand for extended periods of time.
- Ability to use a computer and operate standard office equipment.
- Ability to lift and move up to fifty (50) pounds and push loaded book carts (approximately 200 pounds).
- Ability to reaching, bend, climb, and squat.

*Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of this job.*

#### **SCHEDULE**

24 hours per week, typically scheduled as three (3) eight-hour workdays, including at least one evening shift. You will be part of a weekend rotation. Occasional schedule variations in support of meetings, staffing needs, or library programs and events will occur.

#### **REQUIREMENTS**

- Bachelor’s Degree from an accredited college or university preferred
- Criminal Background Check
- Valid driver’s license and clean driving record

*Any individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.*

#### **DESIRED QUALIFICATIONS**

- Previous public library experience and/or experience working in a role focused on the developmental, educational, or social needs of children are highly desirable in a candidate for this position.

*Tiffin-Seneca Public Library is an Equal Opportunity Employer. All Tiffin-Seneca Public Library staff are “At- Will” employees. This job description is neither a contract nor an all-inclusive list of duties.*