

# We're Hiring!

**Job Title:** Youth Learning Specialist (full-time)

**Location:** Columbus Metropolitan Library, Barnett Branch

**Starting Pay Range:** \$21.07 – \$27.65 Hourly

## Our Diversity Statement

Open to all doesn't just apply to our customers, it applies to our hiring practices as well. We put respect at the top of our values and that's how we treat our candidates and employees. At Columbus Metropolitan Library, we are striving to build a workforce that is as diverse as the communities we serve.

## About the Position:

As a Youth Learning Specialist, you are responsible for the operation and promotion of the School Help Center at our Barnett Branch. Our Youth Learning Specialists provide academic support to K-12 students, mentors and builds relationships with students and creates a welcoming environment that balances fun, engagement and relationship building. You will collaborate with area schools, teachers, and community organizations.

## What You'll Do:

- Assists students K-12 with school assignments using various resources, helping them to understand instructions and identifying opportunities to improve their work and learning.
- Provides academic support and engages with students through various means including games and education-based learning programs.
- Promotes Young Minds programs and services to area schools, community organizations and customers through presentations, networking, and individual meetings.
- Actively works to build relationships with schools and teachers within service area.
- Recruits, selects, trains, and schedules volunteers for the School Help Center and Summer Reading Challenge to ensure the highest quality of service.
- Mentors and builds relationships with students to assist them in building a foundation for a successful future, including helping Volunteers in their development of workplace skills.
- Creates a welcoming environment that balances fun, engagement and relationship-building with school support and academic achievement.
- Manages supplies for the School Help Center.
- Plans, promotes, and presents school age and teen programs.
- Proactively provides a high level of customer service and assists customers through various aspects of utilizing the library.
- Interviews, researches and answers customer questions.
- Supports Summer and Winter Reading Challenges by promoting to schools and other outlets and manages logistics of the programs at the location to drive participation and completion.
- May be required to manage the distribution of Summer Lunch or After School Snack each day.
- Performs additional duties as assigned including serving on task forces, committees, etc.



## Position Schedule

Combination of mornings, afternoons, and evenings. Alternating Friday/Saturday shifts (as scheduled). Sundays 1-5p (as assigned). Summer Hours may vary.

## Minimum Qualifications:

- Bachelor's Degree required.
- No experience required.
- Ability to express self effectively and concisely, both orally and in writing.
- Acts with the customer in mind using information gained from interacting with the customers. Meets the expectations and requirements of external and internal customers.
- Ability to effectively present in a variety of formal settings and manage the students and environment in the School Help Center - one on one, group, peers, direct reports, etc. Command attention and manage group process.
- Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.
- Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

## What We Offer:

- A robust **benefits package** that supports your physical, mental, and financial well-being.
- Comprehensive **medical, dental, and vision plans** to meet your healthcare needs.
- Access to **mental health resources** and **employee assistance programs** for your peace of mind.
- Generous **paid time off** and **leave options** to balance your work and personal life.
- Participation in the **Ohio Public Employees Retirement System (OPERS)** and additional investment & savings plans.
- A variety of **voluntary and supplemental insurance plans** to complement your lifestyle.

View a comprehensive overview of our benefits: <https://www.columbuslibrary.org/employee-benefits/>

## Apply Today!

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=32cd786e-c6b9-4eee-afc2-3fdbcaeb90cb&cclid=19000101\\_000001&jobId=510836&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=32cd786e-c6b9-4eee-afc2-3fdbcaeb90cb&cclid=19000101_000001&jobId=510836&lang=en_US)

