

JOB POSTING

The Amherst Public Library is currently hiring for the following position:

Youth Services Assistant

This position is part-time and answers to the Youth Services Manager.

Starting pay is \$14.00/ hour

Education/Experience

Bachelor's degree or primary school experience / public library experience in Youth Services.

Knowledge/Skills

Ability to create imaginative & innovative story time themes & children's programs

Children and YA programming experience

Customer service driven

Working knowledge of current social media platforms

Skilled in the use of personal computers and dedicated software applications

Detail oriented & ability to multi-task

Ability to bend, stand, kneel & lift up to 50 pounds

Excellent verbal, written, & problem-solving skills along with the value of teamwork

Commitment to continued skill and knowledge development

Job Responsibilities

Plan, organize & present programming, summer reading and events for children and young adults

Work and communicate effectively with teens

Provide coverage for the Children's Reference Desk

Participate in community school visits promoting library programming and events as well as establish good community relations

Flexibility in regard to job duties in the Adult Services and Circulation Departments

Help patrons find information by using print and/or on-line resources

Aid patrons in the use of computers, copiers, faxing and software applications

Additional duties and projects may be assigned by the supervisor.

Must be available to work evenings and weekends. This position is also required to pick up open shifts (on occasion) when other staff members are ill or on vacation.

Resumes may be submitted as follows:

Email: nancytomek@amherstpubliclibrary.org or

Mail to: 221 Spring St.
Amherst, OH 44001
Attn.: Nancy Tomek

No Phone Calls Please