



## **Part-Time Library Assistant: Youth and Teen Services**

Do you have experience working with children and teens and like helping them find answers to their questions? Do you enjoy suggesting books for other people to read? Do you like creating catchy displays and planning fun ways to help your family and friends learn new things? If so, consider adding your skills to the dynamic team at Sycamore Public Library!

### **Overview**

Under the direction of the Youth and Teen Services Manager, the Library Assistant will provide reference and reader's advisory services; assist with programs and outreach activities; and maintain collections, displays, and spaces within the Youth and Teen Services department.

### **Essential Duties**

- Provides reference and reader's advisory services to patrons at Youth Services Desk and Teen Services Desk
- Creates displays and materials to promote library collections
- Assists in the planning, promotion, and delivery of youth and teen programs and outreach activities
- Makes recommendations for materials based on patron feedback and industry print/electronic resource trends
- Assists with collection maintenance tasks
- Provides 1:1 and group assistance with technology, software applications, and devices
- Maintains order and cleanliness of department and patron areas
- Assists with opening and closing procedures and compiling statistical reports

### **Qualifications**

- High school diploma; college experience/degree a plus
- Minimum one year customer service experience, preferably in a library
- Minimum one year experience working with children and/or teenagers
- Able to work independently and adjust work priorities, as needed
- Excellent oral and written communication skills; bilingual skills a plus
- Able to adapt to change and work well as part of a team
- Able to solve problems and handle escalated situations in a calm, capable manner
- Proficient in Microsoft Office products, basic email applications, and Internet browsers
- Must be available to work evenings and weekends
- Must have valid driver's license and proof of insurance

**Hours:** 12 hours per week; schedule may vary based on business needs

**Pay:** \$12.00-\$14.00 per hour, depending upon experience

**To apply:** Visit the library web site at [www.sycamorelibrary.org](http://www.sycamorelibrary.org) and complete the online application, then attach your cover letter and resume.

**Status:** Open until filled