

Maplewood Public Library is seeking a part-time Youth Services Assistant.

Summary:

The Youth Services Assistant works closely with the Youth Services Manager to provide a positive, engaging experience for Maplewood Public Library visitors of all ages, with a focus on children and teens.

Essential Duties and Responsibilities:

- Interact with a diverse community of Library visitors while performing circulation duties including checking materials in and out, requesting materials for patrons, creating new library cards, and answering basic reference questions.
- Assist Youth Services Manager with programming and outreach for children, teens, and families.
- Create a welcoming atmosphere in the Youth Services area by creating engaging and vibrant displays.
- Perform opening and closing duties including book drop retrieval and pulling materials from the Library's shelves.
- Accurately shelf library materials and keep shelves neatly organized.
- Other duties as assigned.

Qualifications:

- Required
 - High school diploma or equivalent
 - At least one year of previous customer service experience
 - At least one year of previous experience working with youth
 - Knowledge of youth literature and trends
 - Strong written and oral communication skills, including public speaking
- Preferred:
 - Previous library experience

Schedule:

12-8pm Monday/Tuesday/Thursday

1-5pm Friday

One Saturday/month required

Some additional hours may be required for special events/programs

Requirements:

- Ability to stand for up to 8 hours
- Ability to reach materials on low and high shelves
- Ability to lift a minimum of 25 lbs
- Ability to push a full cart of library materials
- Ability to multitask
- Ability to use a PC, word processing software, email, and other basic technology

Salary:

\$16.25/hour

28 hours/week

To apply:

Submit your resume and three references to the Library attention: Library Director, or email it to

abryant@maplewoodpubliclibrary.org.