

LAGRANGE COUNTY PUBLIC LIBRARY
JOB ANNOUNCEMENT: YOUTH SERVICES ASSISTANT

The LaGrange County Public Library is seeking a Youth Services Assistant. The Youth Services Assistant assists in the planning, implementation, and managing the children's programming and the development and maintenance of the children's materials collection. This is a part-time position.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

Provides reference and reader's advisory services to children and teens.
Assists in the development and management of the children's and young adult materials collections.
Assists in the planning, coordination, and presentation of programs for children and young adults.
Maintains library public areas in a clean and orderly fashion by maintaining displays and cleaning computer terminals.
Promotes the library to the community through contact with schools and other organizations.
Checks materials in and out using an automated library system.
Monitors library security and safety and helps enforce Library Rules.
Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to communicate effectively, patiently, and courteously with patrons and coworkers.
Ability to operate a computer system, keyboard, and basic software applications.
Ability to operate basic business equipment such as a copier, printer, or telephone.
Ability to speak and read English and alphabetized accurately.
Ability to work a schedule that includes weekdays, evenings, and weekend hours.
Ability to organize and shelve library books and materials in their appropriate locations.
Ability to stoop, bend, and push a loaded book cart.

EDUCATION & EXPERIENCE

Must possess a Bachelor's Degree from an accredited college or university.
Must have some experience working with children and young adults.
Must possess or have the ability to obtain an Indiana Library Certification Level 5 or higher.
Some customer service experience is preferred.
Some experience working in a library is preferred.

TO APPLY:

Anyone interested in this position may apply by filling out a job application. Job applications may be obtained at the Library Circulation Desk or the Library website, www.lagrange.lib.in.us Applications may be submitted by mail (203 W. Spring St., LaGrange, IN 46761), email (richard.kuster@lagrange.lib.in.us or anna.mendoza@lagrange.lib.in.us), or by physical delivery to the Library Circulation Desk. Applications received by 5:00 pm on September 30, 2021, will be given first priority.