

Job Title: Department Assistant

Purpose of the position: assist the Youth Services Department with various projects and tasks related to daily and long-term needs

Location: Youth Services Department

Key Responsibilities:

- Pull books from the shelves to fulfill the hold requests customers have placed
- Assist in the inventory of various collections
- Assist with the cleaning or re-shelving of materials
- Assist with the decorations for major theme/holiday events
- Assist in craft preparation for various programs
- Assist with Summer and/or Winter Reading initiatives
- Straighten shelves and add to displays as needed
- Various other daily tasks and needs

Reports to: Youth Services Managers

Length of Appointment: 3 months (renewable)

Time Commitment: 2 hours per week

Qualifications Required:

- Friendly and sociable personality
- Accept repetitive nature of some assigned tasks
- Ability to work independently as well as with others
- Attention to detail
- Availability
- Willingness to try new ideas
- Ability to work well with staff and Library customers simultaneously
- Ability to reach, bend, stoop, and lift from standing, sitting, and kneeling positions

Support Provided: Training by Youth Services staff

Age Requirement: 16 years or older

Benefits: Work with friendly and supportive staff; meet new people; contribute to the community; check out new books, movies, & magazines