



Samuels Public Library Job Description

Position Title: Library Assistant I – Youth Services

Reports to: Youth Services Librarian

Fair Labor Standards Act: Non-Exempt, Part-Time

Position Summary The Youth Services Assistant will manage public relations for the Youth Services Department, including creating signage, flyers, social media posts, and videos to promote programs and services. The Assistant will use the library's scheduling software to reserve rooms for department activities and programs. This position will also assist with collection development and maintenance, including evaluating and maintaining materials in the youth collection. Additionally, the Assistant will provide excellent customer service at a busy reference desk, assisting children, teens, families, and other library patrons. Work is performed under the supervision of the Youth Services Manager.

Major Position Responsibilities:

- Provide excellent customer service at a busy reference desk
- Manage public relations by creating signage, flyers, social media posts and videos to promote programs and services
- Use scheduling software to reserve rooms for the department's programming
- Assist in detail orientated type work that is required to maintain our collection
- Assist in shelving as required
- Merchandise the department collection and services via décor and displays
- Perform other duties as assigned

Knowledge, Skills, and Abilities

- Ability to work with children and teens
- Knowledge of children's and teen literature
- Knowledge of Canva, Microsoft and Google products plus various social media platforms and basic editing software

Education and Experience

- College preferred, minimum high school diploma or equivalent
- Experience working with children and teens

Physical Requirement of the Position

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible force constantly to move objects; work requires respective motion; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; the worker is not subject to adverse environmental conditions.

Starting Pay: \$15 an hour