

**Full-Time Youth Services Assistant
Jamestown Philomenian Library
Jamestown, RI**

The Jamestown Philomenian Library is seeking to fill the newly developed position of full-time Youth Services Assistant. This paraprofessional position reports to the Youth Services Librarian. We are looking for an enthusiastic individual who is creative, energetic, and enjoys working with young people (birth through 18) and their families and caregivers. The successful candidate will have a love of young people; sense of humor, flexibility, and the ability to work independently. A keen interest in STEAM, emerging technologies, and creative programming opportunities is essential.

This is a full-time position (40 hours per week) with some nights and weekends required
Salary: \$17.50 to start plus excellent benefits

An affirmative action/equal opportunity employer; BCI required

Essential Functions

- Staffs the youth circulation desk including days, evenings, and two Saturdays a month
- Provides instruction in the use of information tools to patrons, as needed
- Provides readers advisory and assists with research and reference requests
- Performs clerical duties and specialized tasks within the youth department
- Develops a diverse and thorough knowledge of the children's, tween, and teen collections
- Plans and presents programs under the supervision of the Youth Services Librarian
- Prepares and presents Story Times when assigned
- Supports collection development by keeping the department materials organized, shelf reading, and reviewing materials for damage or replacement
- Maintains accurate youth department statistics
- Upholds and enforces library policies
- Supervises part-time staff and teen volunteers with direction from the Youth Services Librarian
- Responsible for the department as a whole in the absence of the Youth Services Librarian

Other Responsibilities

- Visits schools, daycares, community organizations and community events
- Makes and stocks displays coordinated with the Youth Services Librarian
- Assists in promoting library use, both in person and digitally, by creating attractive promotional materials in conjunction with the Community Outreach Librarian
- Keeps current with trends in library planning and services
- Meets with other library staff and outside organizations to coordinate activities and exchange information
- Attends professional development and participates in professional organizations

- Represents the library and participates in outreach efforts as needed

Knowledge, Skills, and Abilities

- High School diploma plus two years' experience as a Library Assistant, or equivalent combination of education and experience that demonstrates possession of the required knowledge, abilities, and skills, and/or ability and willingness to learn
- Ability to work independently
- Exemplary customer service skills; comfortable working with the public in busy situations
- Knowledge of the principles and practices of public library functions
- Knowledge of the needs and abilities of babies, children, and teens
- Knowledge of Youth literature and interests spanning ages 0-18
- Effective written and oral communication skills
- Ability to administer programs and activities for children and teens
- Must be able to speak in public either during youth programs, or addressing Parent/Teacher groups or other organizations
- Practiced ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the public
- Excellent customer service skills both in person and over the phone or email
- Creativity, planning, and organizational skills
- Must be able to demonstrate basic knowledge of general office procedures and equipment, including telephone, computers, copier, fax, and calculator
- Excellent computer skills required; experience with Koha and Aspen Discovery preferred but not required. Must be familiar with trends in technology for children, tweens, and teens

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently is required to:

- Stand, walk, and sit
- Use hands and fingers to handle books, paper, and technology
- Speak and listen to others
- See and read
- Reach with hands and arms
- Stoop, kneel, crouch, or crawl
- Must be able to frequently lift and/or carry objects weighing up to 40 pounds.
- The employee must frequently push, pull, and maneuver full book carts.

Send cover letter and resume via email to Colleen LeBeau, Youth Services Librarian, at jamlibyouth@gmail.com with the subject heading "Youth Services Assistant." Position open until filled.