

**Position: Library Services Clerk and Youth Programming Specialist**

*Classification: Part-Time Weekdays Support Staff, 25-28 hours/week,*

*Pay Grade: \$10.00-\$11.50 at hire*

**Description:**

The Library Services Clerk is responsible for frontline customer service to patrons in a library environment, including reference and circulation activities, while working to complete tasks in the areas of processing, interlibrary loan, shelving, and various duties as assigned. He or she must be able to work independently while responding positively to team environments, have excellent problem-solving skills, and be willing to work with a diverse service population.

The Youth Programming Specialist plans and organizes all library events for children ages 18 and under including the annual Summer Reading Program and weekly storytimes under the leadership of the Director, while promoting other programming.

**Library Services Clerk Responsibilities:**

- Answer reference question in-person and via email or telephone
- Use the Integrated Library System to complete check-ins and check-outs along with other circulation activities
- Assist patrons with technology
- Reshelve materials
- Retrieve items from shelves for patrons
- Manage the general library email
- Handle daily monetary tasks
- Prepare materials for courier
- Maintain a neat and tidy library
- Other duties as assigned

**Youth Programming Specialist Responsibilities:**

- Plan and implement weekly storytimes for children
- Plan and implement weekly youth programs
- Plan and implement additional youth programming, including the Summer Reading Program, and handle public relations including posters, website, and social media
- Research the best strategies to promote reading, learning, and literacy in the library
- Suggest purchases for the children's and teen departments
- Work with the director to purchase any needed materials for programming
- Attend relevant continuing education sessions
- Occasional evenings and Saturdays as necessary
- Other duties as assigned

**Education and/or Experience:**

- College degree in related field preferred, H.S. Diploma or equivalent required
- Technologically proficient
- Customer experience preferred
- Experience working with children required
- Experience with programming preferred
- Experience working in a library preferred
- Experience in marketing and social media preferred