

YOUTH SERVICES ASSOCIATE

Part time position available – at Florence

Class: LS
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of Youth Services Associate. Under the general direction of the Branch Manager, the Youth Services Associate is responsible for providing library service to children ranging in age from infants to 17 years and to their caregivers and teachers. The Youth Services Associate interacts extensively with the public and other staff members. This part time (15-20 hours per week) position will work days, nights and a weekend rotation.

RESPONSIBILITIES

- Conduct youth programs in library facilities and at remote sites
- Answer reference and readers' advisory questions, in person and through various means of communication, using a variety of formats and sources
- Assist customers with locating materials and using library resources and technology
- Provide formal and informal bibliographic and Internet instruction
- Answer questions regarding customer accounts, library programs and services, and library policy and procedure
- Assist with maintaining the library collection
- Assist with youth services programs and presentations
- Assist with bibliographies, displays, exhibits
- Perform general desk duties
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

2 years of post-secondary education in a related discipline. 1-2 years significant related experience/training

1-2 years of experience providing customer service in a library, retail or service environment

Combinations of related education and experience will be considered

OTHER REQUIREMENTS

Familiarity with children's literature and media

Ability to assist with children's programs

Awareness of current social and cultural topics and trends

Ability to deal tactfully and effectively with the public and other staff members

Excellent interpersonal and communication skills both verbally and in writing

Proficiency with computers, the Internet and various software programs

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PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts

Handling and manipulating library materials; fingering pages, cards, forms, etc

Operating computer and audiovisual equipment

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

Compensation

\$11.80 per hour

If you have the qualifications for this position, send cover letter, application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410

Applications received prior to July 26th, 2017 will receive first consideration.