



STONINGTON FREE LIBRARY

Youth Services Assistant

General Statement of Duties: In a warm, welcoming atmosphere assists with planning, promoting and implementing programs for children, teens, parents and caregivers. Provides reference services and readers advisory to youth, parents and caregivers. Helps maintain and promote use of a responsive collection. Keeps current with new trends in library technology, planning, programming and services.

Supervision Received: Works under the supervision of the Children's Librarian within general procedural and policy guidelines.

Supervision Exercised: Oversees pages and volunteers, including summer volunteers.

Essential Job Functions:

- Conducts story hours
- Helps plan and conduct special programs
- Provides excellent customer service
- Provides reference assistance and reader's advisory
- Introduces users to all library services, equipment, and provides advanced instruction
- Assists with collection maintenance
- Assists with technology support and troubleshooting
- Updates website, social media and community calendars
- Creates displays, flyers and press releases
- Performs complex tasks requiring independent knowledge and its application to non-routine situations

Other Job Functions:

- Works independently and cooperatively with other staff, volunteers, and Board members
- Attends and contributes to monthly staff meetings
- Fills in at information desk as needed
- Performs other duties as required

Knowledge, Skill and Ability:

- Creativity and flexibility
- Tech savvy

- Ability to deal effectively with the public
- Knowledge of library reference methods and information resources
- Current knowledge of children/teen literature
- Ability to work well with others, both individually and in groups
- Ability to deal effectively with children, teens, parents and caregivers
- Knowledge of library circulation systems

Special Abilities:

- Strong oral and written communication skills
- Highly organized, attentive to detail and accuracy
- Reliable and flexible with work schedule
- A valid driver's license and use of a car
- Ability to lift 35 lbs., bend, stand and kneel

Experience and Training: Bachelor's degree and recent experience with children required. Public library experience is a plus.

Schedule: This is a part-time position, year round position (16 – 19.5 hours weekly). Weekly schedule: Tuesday 9:30-2, Wednesday 9:30-2, Friday 9:30-5 and some Saturdays 9:30-1.

Please send cover letter, resume and three professional references to search@stoningtonfreelibrary.org by September 29.