

Library and Youth Services Assistant

POSITION RESPONSIBILITIES

Reports to: Management

To apply, send cover letter and resume to wendy@bitterrootpubliclibrary.org

REFERENCE

- Provides reference service including answering information inquiries via telephone, the Internet and in person, acquiring requested materials through Interlibrary Loan or Partners Program and other related tasks.
- Instructs library users on using the online catalog, other online resources and other related tasks.
- Suggests materials for purchase per holds and user requests.

CIRCULATION

- Performs circulation and shelving procedures as appropriate.

OTHER

- Opens and closes the library.
- Maintains a neat and orderly appearance of the facility.
- Understands and follows library policies and procedures, serving as role model for staff and volunteers.
- Keeps confidential any and all library user information according to Montana Code Annotated
- Registers participants for library programs using online service and other means

YOUTH SERVICES

Programming

Plan and implement programming for library youth, and evaluate programs and work duties to better meet the needs and interests of children in the community. Lead Storytimes and other regular or special events as needed.

Collaborate with partner organizations for special events and projects. Connect with partners to assess educational opportunities, identify needs, and develop future program ideas to address those needs. Seek and secure community spaces for library programs as needed

Assess educational programs by survey, statistics, and feedback to inform future work. Collect all program evaluations and record all statistics as required.

Other duties

Connect with young patrons and library users in person and online. Make recommendations and holds upon request. Talk with library patrons about interests and upcoming events.

Become familiar with the library's collection of Easy, Juvenile, and Young Adult books in order to better help children and families locate appropriate reading-level books. As needed, research and make recommendations of titles to add to the library's Youth collection to better serve patrons.

Assist the Youth Services Librarian as needed. Supervise student interns as needed.

POSITION REQUIREMENTS

1. Post-secondary education and library work experience preferred. Equivalent combinations of education and work experience to indicate ability to fulfill this position will be considered.
2. Residency in library district preferred.
3. Experience working with the public.
4. Professional communication skills, both written and oral.
5. Extensive experience with computer software applications and Internet search skills.
6. Ability to work effectively with a diverse array of library users, volunteers and staff.
7. Ability to work in an environment where multiple demands and interruptions are the norm and where physically demanding work is required, such as lifting books or sitting and standing for long periods of time.
8. Willingness to participate in relevant continuing education/training programs as offered by the library.
9. Pre-employment drug testing and/or criminal background check may be required.
10. Coursework in early childhood, elementary, or secondary education strongly preferred
11. Experience working with children and children's programs
12. Training, Licenses, or Certifications: Valid driver's license in good standing.
13. Ability to travel from the library to locations within the communities served by the Library (Victor, Corvallis, Hamilton)

Physical and environmental demands:

This position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to twenty-five (25) pounds is sometimes required. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and repetitive movements of the hands are sometimes required.

Audio, visual, and verbal functions are essential functions to performing this position. The majority of the workday is spent indoors

WAGES AND BENEFITS

This is an hourly full-time position at \$15 per hour with at least 32 hours scheduled per week. Some evenings and Saturday shifts will be required. Some travel within the library district may be necessary for outreach programs.

Medical, dental and vision insurance is provided and 100% employer paid.

Retirement benefits are provided through the Montana Public Employee Retirement System (PERS). Participation in PERS is mandatory in this position.

****Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Bitterroot Public Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual

orientation, age, or disability.