

YOUTH SERVICES ASSOCIATE

Part time position available – at Main

Class: LS2
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 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 equipment
- Provide formal and informal bibliographic and Internet instruction
- Assist with promoting library services and programs through visits to schools and other agencies and participation in community events.
- Participate in planning and preparing for youth programs
- Prepare bibliographies, displays, exhibits
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

Undergraduate degree in early childhood, elementary education or related field
Must qualify for library certification from the state of Kentucky
2-5 years experience working with children and children's programming

OTHER REQUIREMENTS

Knowledge of child behavior and development
Familiarity with children's literature
Demonstrated ability to present effective children's programs
Working knowledge of standard reference resources and materials
Ability to deal tactfully and effectively with the public and other staff members
Ability to work under minimal supervision
Ability to communicate effectively orally and in writing; strong presentation skills
Proficiency with computers, the Internet and various software programs
Ability to understand and follow oral and written instructions

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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
Talking/reading aloud to groups for 30-45 minutes, more than one time per day
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

\$13.50 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 September 24th, 2019 will receive first consideration.