

Youth Services Library Assistant

To apply, send a cover letter, resume, and list of three professional references to Annika@bitterrootpubliclibrary.org by 5 p.m. on Monday, April 13th.

Position Summary

Reports to: Youth Services Librarian and Library Director

The Youth Services Library Assistant provides public service support at the reference and circulation desks while assisting with youth programming and outreach. This position helps create a welcoming and engaging environment for patrons of all ages and supports educational programming for children, teens, and families in the community.

Position Responsibilities

Library Assistant Duties

- Provide library services to the public by answering information inquiries in person, by phone, and online. Uses library software to acquire items for library users.
- Instruct library users on how to use the online catalog and other digital resources and related tasks.
- Suggest materials for library purchase based on holds and user requests.
- Perform circulation and shelving tasks as needed.
- Open and close the library.
- Maintain a neat and orderly appearance of the facility during shifts.
- Follow library policies and procedures.
- Maintain confidentiality of library user information in accordance with Montana law and library policies.
- Register participants for library programs and assist with meeting room reservations using the online system.
- Operate cash register for library transactions.

Youth Services Duties

- Help create a welcoming, engaging, and educational experience for children, teens, and families at the library.
- Assist with planning, implementing, and presenting youth programs including story times, seasonal programs and special events such as summer/winter reading programs.
- Help set up and clean-up program materials, activity supplies, and program spaces for youth events.

- Assist with evaluating programs to better meet the needs and interests of children in the community.
- Collaborate with community partners at the direction of the Youth Services Librarian to develop educational opportunities and special programming.
- Help identify needs and develop new program ideas that support literacy, creativity, and learning.
- Collect and record program attendance, surveys, and feedback.
- Help maintain and organize youth spaces, including program storage areas, craft supplies, and activity materials.
- Provide reader's advisory services for children, teens, and families.
- Become familiar with the Easy, Juvenile, and Young Adult collections to assist families in locating appropriate reading materials.
- Research and recommend titles to improve the Youth collection.
- Assist the Youth Services Librarian with programming and outreach as needed.
- Attend continuing education opportunities to advance professional growth.

Position Requirements

Minimum Qualifications

- Associates Degree related to job duties and experience working with the public and children and families, preferably in a library setting; OR equivalent education and/or experience demonstrating the ability to perform the duties of the position.
- Proficiency with use of computer software, basic office equipment and internet applications and the ability to learn library automation systems and new technologies.
- Strong interpersonal and communication skills with people of all ages and backgrounds.
- Demonstrated enthusiasm for working with children, teens, and families and helping create positive library experiences for young patrons.
- Commitment to excellent customer service and public service values.

Preferred Qualifications

- Residency within library district.
- Experience teaching, leading educational activities, or working in a classroom or informal learning environment with children.
- Customer service experience in a library setting □ Teaching certificate or related education experience.
- Bachelor's Degree in a field related to job duties
- Master's Degree in Library Science
- Certification from the Montana State Library or another state library.

Physical Requirements

The job requires the employee to interact with members of the public of all ages, sit and work at a desk, stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; kneel, crawl, and balance. The job also requires the employee to lift and carry 10-40 lbs.; seldom lift and carry over 40lbs with assistance while twisting and turning; reach at, above, and below shoulder height; push and pull objects weighing 50 lbs with assistance.

Work Environment

The position involves working independently and collaboratively with staff, volunteers, community partners and the public. The position regularly works in active youth programming environments that will include groups of children and families. The job requires the employee to be subjected to repetition, working alone, working away from the library, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Mental Requirements

The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming environments, and other software. The job requires the employee to operate and occasionally equipment, new consumer technology, and book carts.

Hours and Wages

This is a full-time position with regularly scheduled hours between 32 and 40 hours per week. Most weeks this position is scheduled for a 32-hour work week spread over four days.

Work hours generally occur between 9 a.m. and 5 p.m. Monday through Friday. At least one evening shift (until 7:15 pm) per week and at least one Saturday per month will be required. Some scheduling flexibility may be accommodated by the supervisor.

Starting wage: \$20 per hour

Compensation increases may occur based on performance, longevity, and cost-of-living adjustments, pending budget approval.

Benefits

Full-time employees (32+ hours/week) receive:

- 100% employer-paid medical, dental, and vision insurance.
- Participation in the Montana Public Employee Retirement System (PERS).
- Paid leave and holiday benefits according to library policy.

Additional Information

- Pre-employment background check will be required.
- This job description is not intended to be exhaustive. Employees may be required to perform library-related duties outside of their normal responsibilities as needed. Management reserves the right to assign or reassign duties and responsibilities at any time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Bitterroot Public Library is an Equal Opportunity Employer Hiring and employment practices are done without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry. Likewise, the Library will not discriminate because of a person's marriage to or association with individuals in one of the previously mentioned protected classes.