Job Title: Youth Services Assistant

Summary of Responsibilities:
The Youth Services Assistant works under the direction of the Youth Services Librarian in providing youth library programming, developing and maintaining collections, and implementing specialized services for children ages 0-12.

General duties:
- Plan, adapt, coordinate, and implement programs for primarily school age children (up to 12 years of age).
- Help run Family Place workshops (2 times a year).
- Assist the Youth Services Librarian regarding the development and maintenance of library collections for children.
- Manage the activity of the Youth Services Department in absence of the Youth Services Librarian.
- Assist all patrons, volunteers, and other staff members with all library activities, including circulation tasks, telephone and reference work, and computer troubleshooting.
- Other duties as assigned.

Qualifications: You must have a valid driver’s license and access to reliable transportation. Experience working in libraries is preferred, but any experience working with children ages 0-12 will be considered. Skill in effectively meeting with and dealing with the general public through customer service. A background check will be required.

Schedule: This position will be scheduled for 24-hours per week. It will include evenings until 8pm as well as Saturdays. Preference will be given to applicants with flexibility.

Benefits: As a part-time position, this position is eligible for some benefits including paid holidays, paid time-off (including sick), and retirement. The pay range for this position is $14.00-$18.00.

To apply: Please send resume and cover letter to the attention of Natalie Shults, Library Director, by email at director@tpml.org. All applications must be received by Tuesday, July 25, 2023.