

Ashe County Public Library Youth Services Specialist – Part Time

Would you like to work in a small, beautiful library located in the North Carolina mountains? Do you believe in the public library as the people’s university, a third space, and a vital resource for all members of a community? We are seeking a candidate possessed of relevant practical and educational experience who is keen to develop a solid foundation in the principles of library science and passionate about serving children and families in our community through the provision of library materials, programs, and services.

DATE LISTED: July 17, 2024

CLASS TITLE/JOB TITLE: Library Specialist II / Youth Services Specialist – Part Time

LIBRARY: Ashe County Public Library

CITY: West Jefferson, NC

HOURS & STARTING SALARY: 25 hours a week at \$12.77 per hour

QUALIFICATIONS

Two years of college and three years of experience in a related field required; college degree preferred.

DUTIES: An employee in this position assists the Youth Services Manager in planning, organizing, promoting, and implementing the public library’s program of services for children.

EXAMPLES OF WORK: Provides reference and readers’ advisory services; plans, develops, and implements special projects for the Youth Services Department as assigned; schedules, plans, promotes, and implements programs for the Youth Services Department as assigned; performs circulation duties as needed; serves as a contact for students and teachers as assigned.

SELECTED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to deal tactfully, courteously, and effectively with the public and other employees; ability to use computers for both internal and external projects and information; proficiency with Microsoft Office 365, Google Drive, Constant Contact, and various social media platforms; effective verbal and written communication skills; ability to set priorities and meet deadlines; general knowledge of reference tools, both in print and online; ability to plan, prepare, or produce library-sponsored programs for children and their caregivers; considerable knowledge of all types of library materials and procedures.

TO APPLY: Please send cover letter, resume, and three professional references to Laura McPherson at lmcperson@arlibrary.org

CLOSING DATE: This position is open until filled.