

Watauga County Public Library Youth Services Assistant – Part Time Temporary

We are seeking a candidate who is passionate about serving children and families in our community through the provision of library materials, programs, and services.

DATE LISTED: March 22, 2025

CLASS TITLE/JOB TITLE: Library Assistant IV / Youth Services Assistant – Part Time

LIBRARY: Watauga County Public Library, Boone, NC

HOURS & STARTING SALARY: 19 hours a week at \$11.15 per hour.

QUALIFICATIONS: Graduation from high school, preferably supplemented by two years of college and two years of applicable experience.

DUTIES: An employee in this position assists the Youth Services Librarian in organizing, promoting, and implementing the public library's program of services for children. Duties involve delivery of programming, ready reference, and readers' advisory services to children, young adults, and parents. Additionally, this employee may perform circulation functions as needed and shelve materials.

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; ability to conduct programs; 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 assist patrons in locating areas of the library collection pertinent to their needs; working knowledge of picture books, juvenile fiction, young adult fiction, juvenile reference, and juvenile nonfiction collections.

TO APPLY: Please send cover letter, resume, and three professional references to Monica Caruso at mcaruso@arlibrary.org

CLOSING DATE: This position is open until filled.