

# Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

YOUTH SERVICES POSITION: Open until filled

DATE LISTED: August 24, 2022

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

HOURS & STARTING SALARY (Depending on qualifications)

- SPECIALIST: 40 hours a week at \$12.77 an hour
- ASSISTANT: 20 hours a week at \$11.15 an hour

## YOUTH SERVICES SPECIALIST

An employee in this position assists the Youth Services Librarian in planning, organizing, promoting, and implementing the public library's program of services for children and young adults in the county.

## EXPERIENCE, EDUCATION, AND TRAINING

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

## EXAMPLES OF WORK

1. Develops, plans, and presents programs on and offsite as assigned by Youth Services Librarian
2. Responsible for collection development of selected subject area(s) in Youth Services Department as assigned by Youth Services Librarian
3. Plans, develops, and implements special projects for Youth Services Department as assigned
4. Performs circulation functions as needed
5. May serve as contact between public library and public/private/home schools (K-8) for class assignments, class visitations, etc.
6. Supervises volunteers as directed by Youth Services Librarian
7. Serves as coordinator of Arly as assigned: scheduling, updating websites, serving as handler, and marketing

## YOUTH SERVICES ASSISTANT

An employee in this position assists the Youth Services Librarian in organizing, promoting, and implementing the library's program of services for children and young adults in the county. Duties involve delivery of programming, ready reference, and readers' advisory services to children, young adults, and parents.

## EXPERIENCE, EDUCATION, AND TRAINING

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

## EXAMPLES OF WORK

1. Provides programming for children and young adults as needed
2. Provides ready reference and readers' advisory services to children and young adults
3. Performs circulation functions as needed
4. Shelves materials

Return a Cover Letter and Resume via email to:

Elizabeth Lee

ELee@arlibrary.org