



Ada Public Library

The Ada Public Library seeks an enthusiastic and innovative individual for the position of Library Clerk/Youth Services Assistant.

Position: Library Clerk/Youth Services Assistant
Part time, including some weekends and evenings

Salary: \$13-14/hour minimum.

Reports to: Director

Essential duties include:

- Assists the Youth Services Coordinator with library programming for youth and their families.
 - Assists in planning and implementing Summer Reading, Winter Reading, and recurring weekly and monthly programs such as storytimes. Fills in for the Youth Services Coordinator as needed.
 - Leads recurring programs such as storytimes, reading at Ada Schools, after school activities, tween and teen programs, as assigned.
 - Prepares materials for programs, displays, crafts, make and takes, and more.
 - Stays current with popular youth culture, programming ideas, and trends in early literacy.
- Provides reference, readers' advisory, and library services support for patrons of all ages. Guides youth to age appropriate reading materials.
- Assists with circulation tasks including checking books in/out and shelving materials as needed.

Required Qualifications:

- Knowledge of Microsoft Office and Internet functions.
- A strong commitment to and experience working with children (babies, tweens, teens, and their families). Ability to interact with kids on their level, while maintaining control of library programs.
- Familiarity with social, pop culture, and technological trends that impact young people's lives.
- Critical thinking skills. Ability to prioritize duties and tasks. Ability to remain calm under stress.
- A valid driver's license or other legal form of identification. Ability to pass a background check.
- Excellent interpersonal and communication skills. Experience working independently and as part of a team.
- Bachelor's degree preferred.

Position is open until filled. Apply by submitting a letter of interest, resume and three references to:

adalibrarydirector@gmail.com with "Youth Services Assistant" as the subject line, or mail to:

Ada Public Library
Attn: Director
320 N Main St
Ada, OH 45810