

# Youth Services Library Assistant

## Harvard Diggins Library

The Harvard Diggins Library has an opening for a Youth Services Library Assistant. Applications are now being accepted and are available at the Circulation Desk. Position responsibilities are outlined below. For additional information, contact Karen Sutera, Library Director, at 815-943-4671 or by email to [posnhdpl@harvard-diggins.org](mailto:posnhdpl@harvard-diggins.org).

### Youth Services Library Assistant Objectives

Under the guidance of the Library Director, assists in developing, executing, and marketing programs for youth, from birth through high school.

### Hours

Eighteen (18) hours per week, including days, evenings and Saturdays. Additional hours may be available as needed.

### Reporting Relationships

Reports to the Library Director

### Youth Services Library Assistant Duties

Duties include the following:

- Assist in planning and executing programs for children and teens.
- Create displays to market programs and materials to youth.
- Participate in community outreach opportunities, particularly at local schools
- Maintain familiarity with youth literature to provide readers advisory service.
- Provide friendly, courteous service to all patrons regarding use of library materials, services, and equipment.
- Staff the circulation desk in a rotation with other library staff.
- Perform other library tasks as assigned.

### Desired Knowledge, Skills and Abilities

Some college is preferred. Must have experience working with youth of all ages. Bilingual in English and Spanish is preferred. Experience with Microsoft Office products, internet proficiency comfortable with technology. Ability to communicate effectively and courteously; work as a team member, and have a desire to serve the public of all ages.