



Youth Services Substitute

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a Youth Services Substitute to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Provide outstanding, pleasant, professional customer service.
- Provide specialized knowledge of Children's/Teen's Literature, promoting resources and selection advice to children, teens and adults.
- Provide assistance/instruction on library catalog, Express Checkout machines, Learn & Play, Information Stations and other Children's Room equipment.
- Help prepare materials for crafts, Summer Reading Club, Storytimes, and other programs and services.
- Help prepare Teacher and other special collections.
- Maintain clean, neat status within Children's Room and materials.
- Work collaboratively with Youth Services Team Leader and staff.
- Perform other tasks as assigned.

Required Skills & Knowledge

- Bachelor's Degree preferred or equivalent experience.
- Minimum of one year of work experience with youth in an education or library environment.
- Strong customer service orientation with one year of work experience serving the public.
- Experience with desktop publishing, web, and MS OFFICE software.
- Demonstrated ability to contribute in a team environment.
- Self-motivated, detail oriented, organized, efficient, and productive with excellent time management skills.
- Knowledge of Youth Literature, developmental learning theory and teen pop culture preferred.
- Excellent verbal communication skills.
- Ability and willingness to meet scheduling requirements, including days, evenings and weekends.

Compensation

- Starting pay is \$15.39/ per hour.

Schedule of Hours

- Part-time on call – flexibility to fill hours on an as needed basis during the week including days, evenings and weekends, not to exceed 20 hours per week

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to:
Human Resources – **YSSUB422**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wcpl.lib.oh.us.

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check