



## 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 \$11.73/ 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 – **YSSUB519**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us).

- WCPL Application can be found at [www.wclibrary.info](http://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**