



Youth Services Assistants

Centerville, Ohio

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 two full-time Youth Services Assistant in our Youth Services Dept. to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Specialize in children's and teen literature: promoting resources and providing selection advice to children, teens and adults based on interests and attainment level.
- Assist patrons with e-Catalog, Learn & Play, and Information Stations, and other Children's Room equipment.
- Assist in implementing programs and services to meet the educational, recreational, cultural and bibliographic needs of youth, including presentation of programs and preparation of materials and promotions.
- Provide direct reference help to young adults, adults, children, teachers and special groups: research assistance, in-depth searching, database utilization, and specialized reader's advisory service.
- Actively promote library service, programs and materials to public and staff.
- Perform other tasks as assigned.

Required Skills & Knowledge

- Bachelor's Degree required; degree in Education considered a plus.
- Storytime and programming experience a plus.
- Strong customer service orientation with one year of work experience with youth in an education or library environment.
- Experience with desktop publishing, web, and MS Office software.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Knowledge of Youth Literature, developmental learning theory and teen pop culture preferred.
- Excellent written and verbal communication skills.
- Has ability to meet schedule requirements, including nights and weekends.

Compensation & Benefits

- Starting wage is \$12.32/hour
- Excellent benefits package including pick-up of employee's portion of OPERS contribution

Schedule of Hours

Hours	Position 1 *	Position 2 *
Monday	12:00 pm – 9:00 pm	12:00 pm – 9:00 pm
Tuesday	9:00 am – 6:00 pm	9:00 am – 6:00 pm
Wednesday	12:00 pm – 9:00 pm	12:00 pm – 9:00 pm
Thursday	9:00 am – 6:00 pm	9:00 am – 6:00 pm
Friday 1	Off	9:00 am – 6:00 pm
Saturday 1	9:00 am – 5:00 pm	Off
Friday 2	9:00 am – 6:00 pm	Off
Saturday 2	Off	9:00 am – 5:00 pm

*Works alternating Friday 1/Saturday 2 or Saturday 1/Friday 2 schedules
This position will require working on Sundays per scheduling guidelines

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to:
Human Resources – **YSA319WP**, 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.