



P: 419.738.2921
F: 419.738.5168

203 S. Perry Street
Wapakoneta, OH 45895

POSITION POSTING

Open Position: Youth Services Assistant

Starting Wage: \$12.00 per hour (commensurate w/ exp.)

The Auglaize County Public District Library System is hiring for the position of Youth Services Assistant (35 hrs. weekly).

Do you enjoy working with the public? We invite you to apply for a chance to join our library services team. Under general direction, the Youth Services Assistant works with the Library Services Manager to help, organize, and direct the library's system-wide youth programs and develops and administers the youth programs, classes, and events at the Central Library in Wapakoneta. The Youth Services Assistant will work at the Central Library in Wapakoneta and will serve as one of the public relations representatives for the library to include but not limited to manning the Youth Services desk, story time, children's programs, speaking engagements about library services and more. In coordination with the Library Services Manager, the Youth Services Assistant is part of the programming team. This position works alongside the Adult & Teen Services Assistant and the Library Services Manager when developing and administering services. They prepare advertising and promotional materials for library services, oversee distribution of the materials and assist with collection development including acquisitions of library materials and collection maintenance. The Youth Services Assistant will have the knowledge and ability to provide assistance to library patrons, charge and discharge library materials and process materials.

Job qualifications include the ability to work and communicate effectively with the public and the community as a whole. Knowledge of general computer programs, Microsoft Office, and various computer applications. A minimum of an Associate's Degree or an equivalent combination of education, training or experience, & excellent communication and relationship skills are required.

Benefits incl. vacation, sick & pers. leave, 11 holidays, health/life insurance, OPERS & def. comp. All employees are required to participate in the Ohio Public Employees Retirement System. Position requires some evenings and Saturdays as well as occasional travel to Branch Library locations.

Background Checks: Are completed for all employees. Applicants must possess a valid State of Ohio driver's license with an acceptable driving record.

Applicants must submit cover letter and resume to Kristine Spyker, Library Services Manager, via email at kspyker@auglaizelibraries.org.

