



YOUTH SERVICES ASSISTANT JOB ANNOUNCEMENT

- DATE:** January 17, 2018
- POSITION:** Youth Services Assistant (40-Hour/Salary)
- SUPERVISED BY:** Youth Services Specialist
- GENERAL DUTIES:** This position is responsible for providing service to library patrons and assistance and support to the Youth Services Specialist.
- QUALIFICATIONS:** High school diploma or equivalent (GED) required plus two (2) years experience working with children or a Bachelor of Arts or Science with relevant coursework. Knowledge of PINES and GALILEO preferred. **BACKGROUND CHECK IS REQUIRED.**
Physically able to push or pull a fully loaded cart of books, lift forty (40) pounds, shelve, bend, stretch, move around the library at a moderate to quick pace, and stand for extended periods of time.

Aptitude for library work; knowledge of clerical skills and record-keeping procedures; initiative; resourcefulness; good judgment; orderliness; tact; accuracy; adaptability; dependability; ability to communicate effectively and cordially with all segments of the population and co-workers. Must be able to effectively communicate in a clear and a concise manner. Proficiency with common computer applications is required. Must have the ability to make decisions and direct the work of others in the absence of the Youth Services Specialist.
- SCHEDULE:** This is a 40-hour per week salaried/benefited position. The normal workday is eight (8) hours. Must work at least one evening and one weekend day per month, although staffing requirements, outreach activities, and programming may require working additional evenings or weekends. Must have flexible schedule during summer reading months (typically March-August). Required to conduct weekly story time, including working with animals and ESL children/families.
- APPLY TO:** In person or mail: Nancy Guinn Memorial Library
ATTN: Administration. 864 Green Street, Conyers, GA. 30012.
-or- online @ www.conyersrockdalelibrary.org

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OPPORTUNITY EMPLOYER - DRUG-FREE WORKPLACE**