

Job Title: Library Assistant (Youth Services)

Job Opening: F/T Library Assistant – Red Jacket Community Library seeks a self-motivated professional to be our next full-time Library Assistant. This position is focused on assisting with Youth Services and reports to the Library Director. The Library Assistant is responsible for developing, planning and coordinating a variety of programs and services for children and teens.

The Red Jacket Community Library is a public library located in Shortsville, NY that shares a combined space and collection with the Manchester-Shortsville Central School District. The library is frequented by all ages, however there is a particularly high number of patrons attending daily that represent the youth segment of the population. Experience working with youth is preferred. Comfort with computer software and virtual programming preferred.

Duties and Responsibilities:

1. General (apply to all staff)
 - A. Understand, support and implement library policies, objectives and procedures.
 - B. Project a positive image of the library, with a focus on providing good service.
 - C. Work smoothly and cooperatively with the public and staff using courtesy, tact and good communication.
2. Technical responsibilities
 - A. Develop and implement programs, both in-person and virtual, for youth including:
 - Infant and toddler programs, preschool story times, after-school programs and summer reading program.
 - Outreach programs and partnerships with organizations such as UPK, local preschools and daycare.
 - Programs for middle school age and young adults.
 - B. Create displays, use posters and decorations in the children's and young adult areas to foster a welcoming atmosphere and promote reading.
 - C. Create and distribute promotional materials for youth programs.
 - D. Work at the circulation desk.
 - E. Other duties as assigned.

Minimum Qualifications: EITHER:

1. Possession of 60 credit hours from a regionally accredited or New York State registered college or university; OR
2. Graduation from high school or possession of high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, that includes direct service to the public in a public or academic library; OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

Salary: This is a full-time, 35 hour per week position with a starting salary of \$16/hr. Benefits include vacation time, sick time, and 13 paid holidays. Enrollment in NYS Retirement Plan available.

Deadline: Application materials are due May 1.

Appointment to this position will be on a provisional basis, pending qualification in the next Civil Service examination, after which the incumbent will receive a probationary appointment.

Qualified, interested parties should:

1. Complete the Ontario County Civil Service Application for Examination or Vacancy which is on the Human Resources webpage of the Ontario County website. The Direct link to the Civil Service Employment Portal: <https://ontario-portal.mycivilservice.com/jobopps>
2. Email a cover letter and resume to Andrea Tillinghast, Library Director at redjacketlibrarydirector@owwl.org