

LIBRARY ASSISTANT, YOUTH SERVICES, Part-time

Brookline Public Library, Brookline, NH

SALARY: \$18.50/hour

HOURS: 20 hours

Summary of Position: The town of Brookline, New Hampshire (5,800 pop), with its unique blend of rural charm and vibrant community, is seeking a part-time Library Assistant in Youth Services. Hours include a combination of weekdays, some evenings, and Saturdays. A positive, can-do attitude and a sense of humor are vital in this role.

The Library Assistant, Youth Services has a working knowledge of the library and performs a variety of library services to youth, young adults, and their families and the maintenance of the collection. Brookline Public Library staff work in a team-oriented environment. Under the supervision of the Youth Services Librarian, the Library Assistant, Youth Services is responsible for assisting with library circulation, reference, readers' advisory, collection promotion, assists in collection selection, programming, in the youth service areas.

Essential Functions and Responsibilities:

- Staff the youth services section of the library and perform circulation functions including checking items in/out and reserving and renewing materials.
- Shelves library materials and performs other stack maintenance activities.
- Provide readers' advisory and reference services to youth, young adults, and their parents and caregivers.
- Create displays that promote the Youth & Young Adult collections.
- Develop, organize, and supervise arts, crafts, and/or other related activities.
- Assists in the planning and oversight of Youth Services programming.
- Assist patrons with use of library services and library equipment.
- Answer phone inquiries and make patron notification calls.
- Performs other duties as assigned. Additional tasks may include:
 - Processing and repairing materials.
 - Inventory and organization of arts and crafts supplies.
 - Train Library Pages, Substitutes and Volunteers

Knowledge, Skills, and Abilities:

- Knowledge of library practices and services including alphabetization and familiarity with the Dewey Classification System
- Familiarity with youth and young adult literature
- Ability to create and implement age-appropriate crafts.
- Ability to deal courteously and efficiently with a diverse population of library patrons.
- Excellent general office, computer, and technology skills including working in a Windows environment, familiarity with common Web browsers and Microsoft software, experience with any ILS software a plus.
- Capacity to work both independently with minimal supervision and as part of a team
- Effective communication skills, and the ability to follow oral and written instructions.

- Ability to create and sustain positive relationships with families and community organizations.
- Ability to maintain patron confidentiality.
- Available to work a flexible schedule including evening and Saturday hours.
- Physically able to carry/lift to 35lbs and to bend low and reach high.

Education, Experience and Training:

- High school diploma or GED required, some college or a bachelor's degree preferred.
- Experience in a public library setting preferred.
- Experience in working with children and young adults.

To Apply: Please send cover letter, resume and contact information for three professional references to: Diane Lynch, Brookline Public Library Director at library.director@brooklinenh.gov

This position will remain open until filled.

The Brookline Public Library is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.