



The Lopez Island Library is seeking applicants for the position of Youth Services Assistant. The ideal applicant is enthusiastic and comfortable working with children, enjoys children's literature, is familiar with Lopez Island families, and comfortable speaking in public. The position is primarily responsible for the following duties:

- Preparing and hosting the weekly story time program at the Lopez Library, designed for an audience of pre-school and toddler aged children and their care givers.
- Offering story time services at other community children's spaces off-site, including the Children's Center, Parent-Tots group, and the Lopez Elementary School
- Planning and hosting the summer family book club at the Library.
- Assisting in the planning and implementation of the annual Teddy Bear Picnic program
- Proposing additional youth and family engagement programs throughout the year.
- Staffing the circulation desk at the Lopez Library as needed

This position is 10 hours/week with the potential for growth. The position reports to the Library Programs Manager, Malia Sanford. Please submit a cover letter and resume detailing your qualifications and interest in the position to malia@lopezlibrary.org with the subject line "Youth Services Assistant." Application deadline is April 15, 2022.

Skills/Knowledge Required

Requires ability to develop and maintain effective working relationships with other staff, volunteer staff members, and patrons.

Good organization and attention to detail, professional presence, strong customer relation skills and ability to maintain strict confidentiality.

Ability to understand and follow instructions, both oral and written, and understand and comply with the Employee Handbook.

Requires ability to perform the full scope of responsibilities illustrated in the above job description.

Requires authorization to legally work in the United States at the time of employment.

The Lopez Island Library is an equal opportunity employer

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.