



Wright Memorial *Public Library*

Job Posting

Youth Services Associate (Part-Time)

Hours: 10 - 12 hours/week

Pay Range: \$14.29 DOQ

SUMMARY OF RESPONSIBILITIES

Connects library patrons to information, entertainment, technology, and culture through library services, programming, readers' advisory and general assistance.

JOB RESPONSIBILITIES

- Assists patrons in making effective use of library facilities and resources, including readers' advisory, troubleshooting patron's basic technology issues with computers and personal devices, checking materials in and out, and other assistance, with an emphasis on delivery of library services to youth and their caregivers.
- Delivers exceptional internal and external customer service, in person, by phone, and online.
- Promotes the library and the use of its resources to the community, including supporting community events, distributing flyers and brochures, and assisting with displays.
- Assists with programs, collection maintenance, and outreach; creates and maintains displays to promote materials and library services.
- Performs various clerical tasks and other duties as assigned.

QUALITIES OF THE IDEAL CANDIDATE

- A high school diploma or GED is required; college degree preferred.
- Experience working with youth and their caregivers in a library or school environment.
- Excellent internal and external customer service.
- Proficiency in basic computer knowledge and demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use, and email.
- Knowledge of professional library principles, methods, techniques, and procedures.
- Ability to work flexible schedule including nights and weekends.

TO APPLY - Applications and resumes will be accepted through July 11, 2025 for preferred consideration. Full job description is available at www.wrightlibrary.org/jobs. To apply, send completed [application](#) and resume to jobs@wrightlibrary.org.

Wright Library is an Equal Opportunity Employer.