

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**EAST PROVIDENCE PUBLIC LIBRARY**  
**YOUTH SERVICES ASSISTANT**  
**UNION AFFILIATION: STEELWORKERS**

**Pay Grade: 29 (\$37,610 – \$44,796)**

The East Providence Public Library is looking for an enthusiastic, creative person with a passion for working with children to work under the direction of the Youth Services Coordinator. This position requires a commitment to providing excellent customer service, an attention to detail, technology and organizational skills, and the ability to interact with the public in a patient, kind and friendly manner. The library strives to cultivate an inclusive environment and prioritizes hiring, mentoring, and developing library staff that reflect the diversity of the East Providence community.

**DUTIES & RESPONSIBILITIES:**

- Planning and performing a weekly Music and Movement program for young children (Babies-age 5)
- Developing in-person, virtual, and prerecorded children's programming
- Creating materials for children's and teen programs
- Assisting with maintaining Children's and Teen collection; being prepared to make recommendations
- Assisting patrons in locating materials on our shelves and in requesting materials from other libraries
- Providing readers' advisory to children
- Providing computer assistance in the Children's Room, including help with electronic resources
- Creating children's and teen promotional materials, including flyers, press releases, and social media postings
- Organizing materials for all ages Summer Reading Challenge and other programs
- Creating and maintaining eye-catching book displays in the Children's Room
- Working with youth services and teen librarians to develop passive programming
- Understanding and enforcing library policies when needed
- Clerical duties, including, but not limited to: copying, filing, laminating, creating labels, assembling kits, organizing and maintaining youth services supplies

**ADDITIONAL DUTIES MAY INCLUDE:**

- Shelving library materials as needed
- Assisting in other library branches and other library departments as needed

**MINIMUM JOB REQUIREMENTS:**

- High School education required.
- At least two years of experience working with the public, preferably children and families, or any equivalent combination of education, training and experience. Specific library experience is not required, and training will be provided to the right candidate.
- Comfortable working with and learning various technology (i.e. Social Media, Google Docs/Drive, Microsoft programs, Excel, Powerpoint, and Canva)

**PREFERRED JOB REQUIREMENTS:**

- Successful completion of college level courses or a degree in children’s literature and/or other youth related content areas
- Bilingual with fluency in one of the following languages: Portuguese, ASL, Arabic, Cape Verdean Creole, Cantonese, Mandarin, French, or Turkish.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to prioritize and focus in a busy environment while being able to work cooperatively with the public, volunteers, and other staff. Excellent customer service and oral/written communication skills. Ability to work independently and as a team contributor. Strong attention to details and strong organization skills. Ability to interact with diverse patrons including different cultures, genders, and ages. Creative and self-motivated. Flexibility and adaptability to change.

**ADDITIONAL INFORMATION:**

The position requires at least one weekday evening, rotating Saturday hours and possible Sundays.

*This job description is intended to be representative and not necessarily inclusive of all duties and responsibilities.*

**THE COMMUNITY:**

East Providence is a city in Providence County, Rhode Island. At a population of 47,037, it is the fifth largest city in the state. The East Providence Public Library is comprised of three locations. Our main library is the Weaver Memorial Library. We also have the Riverside Branch Library and Fuller Creative Learning Center.

**EXAMINATION WEIGHT**

**Oral 100 %**

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)

***Applications and resume must be submitted no later than December 15, 2021, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**