

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



Youth Services Librarian Part Time-19 hours per week
\$20.00 per hour-no benefits

JOB DESCRIPTION: The East Providence Public Library is seeking a Youth Services Librarian who has a passion for working with children and families. Under the general direction of the Youth Service Coordinator, this position provides information services, technology help and reader's advisory to children and families at Weaver Library and occasionally at branch locations.

GENERAL RESPONSIBILITIES: The Youth Service Librarian performs various duties in assisting children and families in the use of library resources, including but not limited to: iPads, public access computers and imaginative play areas. The position promotes library programs and services by creating and printing flyers, adding content to social media, and verbally sharing this information with patrons within the library. This position also helps to maintain collections and the appearance of the library. On occasion, the Youth Services Librarian will be asked to provide reference and tech help at the adult reference desk and duties as assigned.

MINIMUM QUALIFICATIONS:

- Active matriculation in an accredited Masters of Library Science program or an American Library Association accredited Master's Degree in Library Science.
- Commitment to excellent customer service
- Knowledge of the theories, principles, practices and tools of public library services in general, and specifically public library service to youth
- Ability to work well with limited supervision
- Interest in a team approach; ability to cooperate and collaborate with other members of the library staff
- Excellent written, verbal and interpersonal communication skills
- Digital literacy sufficient to help others use the Internet and common software applications (e.g., Microsoft 365, Google Suite) and various devices.
- Requires flexible work schedule for days, weekends, and evening hours

DESIRABLE ABILITIES, KNOWLEDGE, AND SKILLS:

- Experience with the Ocean State Libraries system and Aspen catalog
- Experience with the Koha ILS
- At least one year of public library youth services experience

This job description is intended to be a general guide to the duties and responsibilities of the job, and is not intended to include every duty that is required.

EXAMINATION WEIGHT
100 % Oral

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



Application and resume must be submitted no later than Wednesday, October 11, 2023 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

Posted 09/19/2023