**Library Assistant Youth Services - Ruth Keeler Memorial Library**
The Keeler Library is seeking a Library Assistant in the Youth Services Department for a 21-hour position.

**Job description:**
Provide programs for youth of all ages, with the majority of time spent working with tweens and teens
Maintain YA book collection
Collaborate with local youth groups and staff on joint programs
Assist in the Circulation Department as needed
Assist with Adult programs as needed
Assists in instructing patrons on basic use of computers and mobile devices
Experience with the Evergreen Circulation platform is desired but not required.
Library Assistants should make every effort to make sure the library atmosphere is one of cooperation and civility.

**Position requirements:**
Accurate and detail-oriented
Ability to learn and use a variety of software
Willingness to provide customer service to patrons of all ages in a courteous manner
Flexibility to pivot to other duties as needed. (with a smile)
Commitment to team-based collaboration, excellent customer service skills, good judgment
High school diploma and or experience working with youth in a library or educational setting
Proficiency in Google Workspace Microsoft Office Suite including Word, Excel, PowerPoint
The schedule will include some evening and Saturday shifts.

**Note:**
We seek a dedicated and enthusiastic Library Assistant; this position is ideally suited for a student pursuing a degree in library science or a related field. Candidates with previous experience in a library setting or similar environments will find this role particularly rewarding. This position offers a unique opportunity to apply academic learning principles and enhance library operational and customer service skills. Applicants are encouraged to highlight any relevant experience in their application. This role is not just a job but a stepping stone towards a flourishing library and information science career.

**Working Conditions:**
Position requires sitting at a desk for prolonged periods and engaging in repetitive movements of the hands, wrists and fingers. The position may also require the ability to handle and lift packages weighing up to 25 pounds and the ability to push book carts.

**Salary:** $21.00 per hour

**To Apply:**
Interested applicants should send a cover letter and resume to director@keelerlibrary.org
Applications will be accepted until the position is filled. Please, no phone calls.

The Ruth Keeler Memorial Library is an equal opportunity employer.