



FACT SHEET FOR YOUTH SERVICES ASSISTANT

(Part-time, 18-hours) 01/2018

MINIMUM REQUIREMENTS: High School graduate and 6 months of relevant experience or the equivalent combination of education and experience.

TO APPLY: Submit a completed LCLS Employment Application, available as a form-fillable PDF at lclsonline.org/work, as an attachment to office@lclsonline.org by 5:00 p.m. on Wednesday, February 14, 2018.

The primary responsibility of Youth Services Assistant is, with limited supervision, to serve the general public (children, teens and adults) in satisfying their informational and recreational reading needs, both as walk-in patrons and on the telephone. This activity is mainly carried out as patrons use the children and teen areas. The Youth Services Assistant works together with division coworkers, the Manager, Youth & Outreach Services and the Assistant Manager, Youth & Outreach Services/Children's Librarian as a team to achieve this goal. This may include helping with a school paper, finding a fiction book at a child's reading level, locating information for a science project, or instructing someone on use of the internet. The individual in this position will utilize a wide variety of library-specific computer programs as they serve the public and spends the majority of their time directly serving people one-on-one. Our service population includes infants through senior citizens and elementary school children to GED candidates to PhD students. Our patrons range from those who have been raised to understand appropriate behavior in a public place to those who are open to being instructed on appropriate behavior to those who may never fully understand guidelines.

In addition to providing assistance in person or on the phone at the Ask Here or Teen desks on the second floor, an individual in this job does a variety of other tasks, such as troubleshooting computers or assisting with various clerical duties that ensure that the Youth and Outreach Services Division runs smoothly. Many of our patrons love the library, especially the youth area, which often creates an atmosphere that is loud and hectic with many users making demands on an employee at the same time.

Tasks include, but are not limited to, assisting patrons of all ages to find what they are looking for in books, magazine articles and/or internet sites to meet their informational and recreational reading needs; teaching students or parents how to use paper and electronic resources; giving directional information; and assisting patrons in the use of our computers (online public access catalogs, self-check stations, homework computers, and children's educational computers). Other primary tasks include informal instruction to parents on the use of the Early Literacy Center and other spaces designed for developing reading readiness in infants through pre-K children; keeping the youth area neat and orderly; providing tours to schools and other groups; checking in returned materials; and proofing computer records of new materials.

The individual in this position must work quickly and accurately. An important aspect of this position is communicating well with children and teens, individually and in groups. The person in this position must also work well with adults. Basic knowledge of children's and teen's development and growth is necessary. Creativity, patience, a level head and a love for a stimulating and active environment are necessary for success in this position. Computer experience, preferably in the use of databases, is required.

SCHEDULE

Hours per week: 18. The schedule consists of evening and weekend hours and would work well as a second job. Laramie County Library hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. All employees are scheduled to attend monthly staff meetings.

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Weekly	OFF	6:00 p.m. - 9:00 p.m. (3 hrs.)	6:00 p.m. - 9:00 p.m. (3 hrs.)	OFF	OFF	9:30 a.m. – 6:00 p.m. (7.5 hrs.)	12:30 p.m. - 5:00 p.m. (4.5 hrs.)

REMUNERATION

The salary range for this position is \$12.86 to \$19.29 per hour with a starting salary of \$12.86 per hour.

BENEFITS

Employees pay into Social Security. This position carries holiday pay, vacation leave and sick leave. Vacation leave and sick leave are accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to take vacation after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation time. The number of weeks of vacation increases with years of service.

Regular part-time employees who have their own medical insurance coverage may participate in Delta Dental at their own expense. A deferred compensation plan is available at the employee's option. A prepaid legal services agreement is also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988.

For questions about this position:

Beth Cook (Manager, Youth & Outreach Services); bcook@lclsonline.org