

Job Posting for Youth Services Assistant

HOURS & SALARY: Part-time 18 hours per week, with a starting salary of \$14.18 an hour.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The *Gale/Library Journal* 2008 Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 yearly visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System provides opportunities that empower everyone to reach their full potential. Come join us!

The individual in this position will have the opportunity to provide exceptional customer service to children, teenagers and parents/caregivers on the second floor at Laramie County Library. Working collaboratively, Youth Services Assistants, Specialists, Coordinators, and Librarians help children & teens find books that fits their interest and reading level; help students find books for research and school work; assists parents of young children in finding books that help their child develop early literacy skills; and manage the Early Literacy Center when not in use for story times or events. Someone who enjoys children and desires to serve them as they develop a love for reading and libraries will find fulfillment in this work. Patience, a sense of fun, and a respect for infants through adults are key abilities for success. The Youth Assistant may assist with major events, but rarely conducts story times. 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.

This position is one of four Youth Services Assistants. This vacancy is due to an internal promotion. Applicants with experience providing service to children and teenagers will be well suited for this position and a background in service to children and teenagers will be important to success.

MINIMUM REQUIREMENTS

High School diploma or GED and 6 months of relevant experience with children and teens (or the equivalent combination of education and experience).

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/>). **The application deadline is Thursday, January 11, 2023 at 5:00 p.m.** The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

The schedule consists of day, weekend, and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) 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 library employees are scheduled to attend monthly staff meetings.

SAMPLE SCHEDULE: 18-hours

MON.	TUE.	WED.	THU.	FRI.	SAT.*	SUN.
6:00PM – 9:00PM (3 hrs.)	6:00PM – 9:00PM (3 hrs.)	OFF	OFF	OFF	9:30AM – 6:00PM (7.5 hrs.)	12:30PM – 5:00PM (4.5 hrs.)

* Includes a 1-hour unpaid lunch

BENEFITS

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

Regular part-time employees who have their own medical insurance coverage may participate in dental insurance at their own expense. 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. Hiring is contingent on a post-offer background check.

Questions

For questions about this position, contact Beth Cook (Deputy Director of Public Service) at bcook@lclsonline.org.