

Flint River Regional Library System
800 Memorial Drive | Griffin, GA 30223 | 770-412-4770

Position Description

Job Title: Library Youth Services Assistant

Job Type: Part Time (19 hours/week), may include some evenings & Saturdays (as library coverage requires)

Reports to: Youth Services Librarian

Job Summary:

Working under the supervision of the Youth Services Librarian, this position helps to develop and assists with programs and services for children and families with a focus on early childhood, ages birth to 5.

Essential Duties and Responsibilities:

- Designs and implements effective library programs for the birth to age 5 patron population, their parents and/or caregivers.
- Cultivates a good relationship with parents and children.
- Demonstrates positive customer service skills: courteous, sensitive, tactful, with rapport and discretion.
- Connects children and their families with resources that encourage reading.
- Assists with other children's programming and summer reading.
- Staffs Public Services areas - Children's Area and the Circulation Desk as needed.
- Works as a cooperative and supportive member of the library team.
- Prepares print and electronic marketing materials such as brochures, flyers, bookmarks, and newsletter blurbs.
- Assists in program and display set-up and tear-down; prepares bulletin boards.
- Develops relationships with other early childhood groups, agencies, and institutions.
- Follows library policies and procedures; maintains confidentiality.
- Assists patrons in using Online Public Access Catalog (OPAC) - PINES (Public Information Network for Electronic Services) Catalog; online databases - GALILEO (GeorgiA Library Learning Online).
- Operates library's computer equipment, standard Microsoft Office programs, and other applicable library software.
- Possesses solid written and oral communication skills.
- Works a flexible schedule that may include occasional evenings and Saturdays.
- Performs other duties as assigned.

Education and Experience:

Minimum Qualifications:

- Minimum of high school diploma or G.E.D. required.
- Some college preferred, particularly in the area of early childhood education or development.
- Knowledge of early literacy, developing pre-reading skills, child development and children's literature is a plus.

Salary: \$10.00 per hour or commensurate with experience and qualifications.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time with or without notice in accordance with the needs of the library.

Application Instructions:

Applications are available at Library, or download from Library's website: www.frrls.net, select "Employment & Volunteers".

Applications will be accepted until position is filled. All applications will be reviewed, and you will be contacted if selected for an interview.

Applications may be emailed to: lgriffin@frrls.net, mailed, or delivered in person in a sealed envelope to:

Lois Griffin, Assistant Director for Public Services | Flint River Regional Library System
800 Memorial Drive | Griffin, Georgia 30223