

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
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**** EXTERNAL POSTING ****

Title:	Part Time Youth Assistant	Classification:	18 Hrs./Wk.; Non-Benefited, Non-Union
Department:	Hubbard Memorial Library	Grade: L-3	Salary: \$18.96 p/hr.; Eff. 7/1/21
Reports to:	Children's Youth Services Dept. Head	Effective Date:	September 3, 2021

GENERAL SUMMARY

Under the supervision of the Children's/Youth Services Department Head, this employee would perform clerical, reference, computer and programming duties as well as act as a general assistant to the Children's/Youth Services Department Head. Also performs duties the Director deems necessary as consistent with the employee's training and ability. This employee works closely with the public and deals almost exclusively with children, their parents or caregivers, and teens in a busy and friendly Children/Young Adult Department. Must work one evening per week and alternate Saturdays.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Answer reference questions.
- Provide reader's advisory services.
- Provide help with the public's computer use.
- Lead story times, craft programs, parties, clubs, and other programs and activities for children and young adults; may include ordering/maintaining all supplies needed.
- Supervise young adult volunteers.
- Assist with processing new materials for the Children's/Young Adult collections.
- Shelf books when needed and periodically shelf-read the collection.
- Help plan and execute the Summer Reading Program.
- Maintain neatness and organization of the Youth Room.
- Act as a general assistant to the Children's/Youth Services Librarian.
- Perform similar or related duties as directed by Supervisor, Library Director or his/her designee.

MINIMUM QUALIFICATIONS

- Experience working with children and young adults in a professional setting, some familiarity with children's and young adults' literature and interests,
- Excellent customer service skills.
- Ability to work independently and without direct supervision.
- Required - High School Diploma or GED.
- Bachelor Degree / Library experience preferred.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at www.ludlowma.us:81/HR/ by **Friday, September 17, 2021**, via email to HR@ludlow.ma.us. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.