

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:	April 12, 2022

GENERAL SUMMARY

Under the supervision of the Youth Services Department Head, this employee would perform clerical, computer support, and programming duties, and act as a general assistant to Youth Services Department Head. This position may also be required to provide Circulation support. In the absence of the Youth Services Department Head, this position reports to the Director and performs duties the Director deems necessary as consistent with the employee's training, ability. This employee would work closely with the public, and deal almost exclusively with children, their parents or caregivers, and teens in a busy and friendly Youth Services Department. Must be available to work evenings 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.)

- Create, implement and provide programming and support for story times, craft programs, parties, clubs, and other programs and activities for children and young adults.
- Answer basic reference questions.
- Supervise young adult volunteers.
- Provide support with use of STEAM-related Library of Things materials.
- Manage social media, including Facebook, Instagram, and TikTok.
- Provide reader's advisory services.
- Help execute the Summer Reading Program.
- Shelf books when needed.
- Maintain neatness and organization of the Youth Room.
- Circulate library materials by checking items both in and out, place holds, collect fines and issue new library cards using automated computerized circulation system as needed.
- Perform similar or related duties as directed by Supervisor, Library Director and/or his/her designee.

MINIMUM QUALIFICATIONS

Qualified applicants must have a high school diploma or equivalent and some college courses; Library experience preferred. Must also have experience working with both children and young adults in a professional setting; have some familiarity with children's and young adults' literature and interests. Applicant must possess excellent customer service skills; be able to work independently and without direct supervision.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at www.ludlowma.us:81/HR/ by **APRIL 25, 2022**, 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.