Youth Services Library Assistant: Bookshare

August 2023

The library is now accepting applications for a Youth Services Library Assistant to work at the Cedar Mill Library location with the Bookshare program. Bookshare is an outreach program bringing library services to childcare providers and the children in their care. This position is 20 hours per week, typically spread over 4 or 5 days per week, Monday-Friday. This position assists in the delivery of story time services and book boxes requiring a valid driver’s license and access to a vehicle. To apply, submit a cover letter and resume to cedarmill@wccls.org. Applications will be reviewed as they are received.

Please answer the following 3 questions in your submission:

1. Please tell us about your experience working with and/or reading aloud to children.
2. Please describe your experience working with a team.
3. What is the purpose of outreach? How does the childcare community benefit from receiving library services?

Please begin the subject line of your email with Youth Services Library Assistant: Bookshare

Hourly pay starts at $19.66 per hour plus a 5% differential for Spanish language fluency. Benefits, including health and dental insurance, life insurance, medical/dependent care/commuter flexible spending plan, PTO (Paid Time Off), and sick leave are pro-rated. Employer paid retirement plan after 1 year of employment (Not PERS).

Job Description attached.
TITLE: Youth Services Library Assistant: Bookshare

GENERAL DESCRIPTION:

The Youth Services Library Assistant for Bookshare introduces young children to the library and will promote Bookshare services to childcare providers. Responsibilities include the assembly and delivery of Play and Learn Kits. This position will also provide programs using these kits at Child Care sites, highlighting Kindergarten readiness skills through play-based learning and story time.

Reports to Early Childhood Outreach Librarian

ESSENTIAL FUNCTIONS:

1. Serve as support staff for the Bookshare outreach program.
   a. Prepare Play and Learn Kits
   b. Delivery to assigned sites
   c. Sort out delivery issues including traveling to childcare sites if necessary
   d. Check-in book boxes
   e. Update book boxes as needed
   f. Maintain professional story time collection and story boxes
   g. Provide story time at childcare sites
   h. Assist with Outreach Summer Reading tasks
   i. Prepare craft bags for childcare sites
   j. Maintain proper documentation and record statistics.
   k. Various organizational tasks
   l. Order supplies

2. Other Duties
   a. Understand and apply library professional standards including ALA (American Library Association) Library Bill of Rights, ALA Code of Ethics and patron confidentiality.
   b. Participate in departmental goal setting, problem solving, program execution, documentation, and evaluation.
   c. Work on special projects as assigned by supervisor.

ESSENTIAL PHYSICAL SKILLS

1. Must be able to move from one area to another quickly.
2. Must be able to reach arms above head.
3. Must be able to kneel, sit and squat.
4. Must be able to stand for up to three hours at a time.
5. Must be able to use both hands, wrists, and arms repetitively.
6. Must be able to use eyes, hands, and fingers simultaneously.
7. Must be able to push and pull book trucks weighing up to 100 pounds.
8. Must be able to lift and carry piles of books weighing up to 25 pounds.
9. Must be able to place materials on appropriate shelves. This involves lots of bending, stretching, squatting, and stooping.

**ESSENTIAL COGNITIVE SKILLS**

1. Must be able to communicate effectively in English with the public, staff, and volunteers.
2. Must be able to follow written and oral instructions.
3. Must be able to use basic math skills, including being able to sort numerically using whole numbers and decimals.
4. Must be able to exercise good judgment. Must be able to read and interpret information.
5. Manage multiple tasks in a public environment with tolerance for interruption, noise, and temperature variations.
6. Must be detail oriented.

**EQUIPMENT USED**

1. Computer, laptop and peripherals like scanners and printers.
2. Office equipment including telephone and photocopier.
3. Motor vehicle, hand truck

**QUALIFICATIONS REQUIRED:**

1. Bachelor’s degree or equivalent experience.
2. Valid Oregon Driver License and good driving record.
3. Age 18 or older.
4. Enthusiasm for and commitment to preschoolers, toddlers and babies.
5. Demonstrated ability to work well with diverse staff, volunteers, and the public.
6. Ability to demonstrate a positive attitude, excellent customer service skills, cultural sensitivity, and good humor in an environment with constant public contact with multiple people of all ages and backgrounds.
7. Excellent communication skills, including telephone and email.
8. Ability to adapt to recent technology quickly and demonstrate flexibility with technical equipment and software.
10. Detail oriented.
11. Computer skills.
12. Basic math skills.
DESIRED SKILLS
1. Bilingual in English and Spanish.
2. One year library, classroom, or childcare experience.
3. Familiarity with automated library systems, personal computers and mobile applications and other appropriate technologies used in public libraries.
4. Enjoyment of a variety of tasks.
5. Enjoyment of multi-tasking.
6. Familiarity with library collections.

7.2023