

Johnson Creek Public Library

Job Title: **Associate Youth Services Librarian**
Department: Library
Employment Status: Part-time – 22 hours per week
Salary: \$16.00-\$16.80 per hour

The Johnson Creek Public Library is seeking an energetic, creative individual who is passionate about working with youth of all ages and committed to serving our community as an Associate Youth Services Librarian. This position requires an organized individual who can plan, develop, and implement fun, enriching, and educational Storytimes and programs for youth and families. The ideal candidate will enjoy storytelling; be knowledgeable about children's literature; have a genuine ability to connect with children and their parents; provide excellent customer service; embrace change; and possess strong computer and social media skills.

Job duties include but are not limited to: planning and implementing programs and services for children and young adults— including Storytime and the Summer Learning Program; marketing library services; assisting with the library's social media accounts; participating in outreach services; and providing customer assistance at the circulation desk.

The position is 22 hours a week and includes days, one rotating Thursday evening, and 1-2 Saturdays a month. Flexible availability is a plus. This position is eligible for pro-rated holidays, vacation, personal, and sick hours.

This position will be open until filled. Complete an [application here](#). Return application and resume to Johnson Creek Public Library c/o Jodi Kessel Szpiszar, Director 125 Lincoln Street Johnson Creek, WI 53038, or email to director@johnsoncreeklibrary.org. Paper applications may also be picked up at the Library.

Purpose of Classification

The Youth Services Library Assistant is responsible for programming, reference, and instruction for children ages 0-18. Will also perform a wide variety of general library work assisting patrons with daily library operations such as helping find materials, using the CAFÉ catalog, answering questions, and making copies. It also involves checking items in and out using the Polaris system. The work is performed under the supervision of the Library Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Youth Service Duties:

- Plan and implement fun and enriching programs for youth and families that encourage reading, literacy skills, and general library use including Storytime, and the Summer Learning Program.
- Market and promote programs and services in Youth Services through all media formats including displays, booklists, posters, library website, print media, and social media.
- Work with director or library manager to conduct collection development activities such as weeding, assessment and inventory.
- Assist with outreach efforts including, but not limited to, Pop-Up Libraries, Community Events, School Open Houses, Childcare Centers, delivery of library materials, handing out flyers, and helping to organize events.

- Schedule will include days, a minimum 1-2 evenings per week, minimum 1-2 Saturdays per month, and flexible availability to meet the demands of the library.

General Duties:

- Greet everyone who visits the library and maintain positive customer interactions
- Follow procedures for opening, closing, and securing the library
- Answer phones
- Check materials in and out; renew items; and empty book drop
- Process incoming material from other libraries
- Find requested items for hold alerts, bundle, and route to designated libraries
- Sort and shelve materials
- Check for and process damaged materials
- Issue new cards; answer patron questions; and reserve materials
- Provide patrons with book, media, and programming information
- Provide patrons with guidance in locating and choosing materials, and instruction on the use of the library and its resources including Café Catalog and the internet
- Assist patrons with reference questions
- Assist patrons with operating library equipment such as computer, printer, photocopier, fax
- Contact patrons via phone or email as needed
- Collect and record library revenue
- Count and balance cash drawer
- Monitor library calendar, and record reference questions
- Reserves meeting room for groups
- Check, monitor, and respond to library's general email
- Maintain patron records
- Receives donations of materials
- Maintain accuracy of newspapers, and general cleanliness and order of the library including picking up after patrons, straightening furniture etc.
- Perform other duties as assigned
- Attend staff meetings
- Attend workshops, webinars, and training sessions as part of on-going professional development
- Adherence to library policies established by the Library Board of Directors including patron privacy and confidentiality
- Up to the first six months of employment shall be a probationary period. Your employment may be terminated during this period at any time without notice, by employer or employee.

Additional Tasks and Responsibilities May Include

- Collect mail from post office and sort accordingly
- Shelf read and straighten shelves
- Assist patrons with personal electronic devices
- Assist with the development and implementation of library programming as needed
- Maintain used bookshelves, posted notices and general cleanliness of library vestibule
- Prepare Welcome Packets
- Assist director with training new library employees
- Assist director with counting and recording weekly deposit

- Assist director with keeping the website up to date
- Assist director with maintaining a presence on social media

Position Requirements

- High School diploma or equivalent
- Library experience, education, or training which provides the knowledge, skills, and abilities, necessary to perform the job
- Thorough understanding and knowledge of children's and young adult literature and literacy skills preferred
- Knowledge of adolescent growth and development, and public service
- Knowledge of and ability to use internet based technologies, including but not limited to Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to use social media, basic computer and electronic equipment, including personal electronic devices.
- Ability to learn the functions of the library automation system as it relates to cataloging and circulation services
- Ability to learn and implement current and emerging technologies
- Ability to communicate effectively, both verbal and written
- Ability to prioritize and complete tasks to meet deadlines with minimum supervision and assistance
- Ability to identify and trouble-shoot issues
- Ability to work independently, sometimes with little guidance from supervisor
- Ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.
- Ability to function in a team setting
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Physical Demands of the Position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Sit, stand, walk, climb, stoop, bend, twist, and reach
- Must be able to read library materials and computer screens that require close vision, prolonged visual concentration, and the ability to adjust focus
- May be exposed to dim lighting and dust
- Handle processing, picking up and shelving books
- Manual dexterity required to process or mend library materials, use office equipment and computers
- Lift and carry full delivery bins, heavy books, or office supplies
- Push and pull heavy objects on wheels
- Frequently lift and/or move up to 50 pounds and push in excess of 50 pounds in carts
- Shovel snow from the sidewalk and apply salt as needed

- Ability to communicate orally and in writing with library patrons; Library Director; other employees; and volunteers as required

The Village of Johnson Creek is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved September 16, 2025

Approved November 19, 2024

Approved October 22, 2024

Johnson Creek Public Library Board of Trustees

Employee's Signature

Date

Director's Signature

Date