



19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

### Help Wanted

The Richmond Memorial Library is now hiring to fill the following vacancy:

#### **Part Time Library Assistant: Teen Services**

**Duties:** Conducts teen and young adult book discussions and other library programs targeting people aged 11 through 18; Schedules and conducts tours, book talks, multi-media programs, and similar; Assists Youth Services team in providing reference services, giving directional assistance to commonly used materials approximately one evening per week and as part of a Saturday rotation; checks out those materials to patrons with a library card; performs a triage function during those times, funneling reference questions requiring interpretation to the librarian on duty; Creates public relations material such as promotional posters and brochure content relating to those programs and others from the Youth Services department as assigned, plus content for press releases or newsletters as assigned; Assists librarian in cataloging, collection development, interlibrary loan, or indexing, especially with regard to teen/YA materials, applying library principles under the supervision of a librarian; Prepares library exhibits and displays; Prepares research and completes forms relative to grant proposals; In the absence of the librarian, may supervise the shelving work of a Library Page on duty; Maintains and operates audio-visual and video gaming equipment; Participates in continuing paraprofessional education; Assembles a Young Adult or Teen Advisory Board (of active, local Teens or Young Adults) to help market and drive usage of the Richmond Memorial Library to Teens and Young Adults.

**Hourly Wage:** starting at \$15.00/hour for minimally-qualified candidate; negotiable upward for better-qualified candidate, as measured by prior Teen programming and/or library experience.

**Availability:** The position is approved and budgeted for up to 19 hours per week, and can pick up additional hours during the Vacations, Leaves and other absences of 3 Full Time staff; the Teen Library Assistant will be scheduled at least one regularly-scheduled evening shift per week (Monday through Thursday, 5-9pm), and will participate in the Saturday rotation (9-5); additional hours will typically be scheduled during After School hours during school years, and during the full range of library service hours over summers and school breaks. Regular library hours are Monday-Thursday 9-9, and Friday/Saturday 9-5.

**Essential Skills:** Ability to work with children ages 11-18; Knowledge of current trends in youth culture; Understanding of developmental psychology of pre-teens and teens; Ability to conceive of a program and bring it to fruition; Ability to produce and publish promotional

materials such as posters, flyers, brochures, and social media posts to market and drive library programming and services; General familiarity with library programs, services, and materials.

Qualifications: Prior experience working with early adolescents or teenagers in an educational or recreational setting; Prior library experience also valuable.

Civil Service details: This is a non-competitive, paraprofessional class position.

To apply: contact Library Director Bob Conrad at 585-343-9550 x 7, or [rconrad@nioga.org](mailto:rconrad@nioga.org)