

George Culver Community Library

Position Title: Summer Youth Library Assistant

Reports to: Director

Category: Part-time, Non-exempt, Limited Term Employment

Date: 04/10/2026

Overview

The Summer Youth Library Assistant serves as a support position for the Library's Youth Services Summer Reading Program, assisting with programming, collection development, and the promotion of summer services at the library.

This is a part-time, Limited Term Employment (240 hours) position during the summer reading program, from Mid-May to Mid-August. This position will work approximately 16 hours a week, including some weekends depending on programming schedule.

Essential Functions

- Supports summer reading program registration and promotion.
- Implements programming for children, infant to teen, and their families and caregivers.
- Provides reader's advisory to children, teens, and adults at our public service desk.
- Collaborates with adult and teen volunteers.
- Develops and maintains the youth library collections.
- Creates displays and interactive materials for the library.
- Answer patron questions. Respond to general information requests in person, by telephone, and through email.
- Register new library patrons and issue library cards.
- Operate computers, FAX, and copy machine.
- Maintain library confidentiality regarding patron and staff records and information. Follow the principles of intellectual freedom.
- Perform other tasks as assigned.

Required Knowledge, Skills and Abilities

- Ability to communicate effectively with library staff and the public.
- Ability to work with young patrons of various ages.
- Ability to be creative and collaborative.
- Ability to perform basic computer functions.
- Willingness to work a variety of hours including evenings and weekends.

Preferred Knowledge, Skills and Abilities

- Ability to learn the catalog and other basic circulation tasks.
- Familiarity with Canva, Google Suite, Adobe Suite, and Excel.
- Familiarity with a library setting.

Physical Demands of Position:

- Lifting and carrying (50 pounds or less).
- Bending, twisting, crouching, and reaching.
- Talking and hearing; use of telephone.
- Ability to stand for long periods of time.
- Ability to climb stairs.

Education and Experience:

- Minimum: Completion of GED or High School Diploma. Experience in a customer service capacity.
- Preferred: Completion of two years of college or a Bachelor's Degree. Experience working with youth in an educational setting