



Young Adult Library Assistant (20 Hours)

The Newport Public Library is seeking an enthusiastic and forward-thinking individual for the position of Young Adult Library Assistant. This position is 20 hours per week including evening and rotating Saturday hours.

Major Duties and Responsibilities

Reference Services

- Provides readers' advisory and reference services to all patrons.
- Compiles bibliographies and instructional materials to meet the needs of young adults.
- Provides technical assistance to patrons using electronic resources in the library including printing, monitoring PCs, troubleshooting, database use, mobile printing, e-books, etc.
- Supervises young adult patrons in the library, enforces library behavior policies and encourages input and use of young adult facilities.
- Cooperates with other departments with regard to provision of services to all patrons. May occasionally cover other library service desks.
- Contributes to the monthly, annual and statistical reports.

Programming and Publicity

- Facilitates programs for young adults.
- Contributes to the development and execution of the teen summer reading program.
- Creates displays and exhibits in the library relevant to young adults.
- Compiles content for the bi-monthly library newsletter.
- Creates marketing and promotional materials as needed.

Communication

- Strives to create a safe, comfortable and welcoming environment for all library users.
- Maintains familiarity with young adult users of the library and establishes positive rapport.
- Promotes the young adult department on social media.

Collection

- Assists with collection development and weeding.
- Shelves materials and maintains an orderly collection as needed.

Staff Development

- Develops and maintains professional skills by keeping up with current trends in Library Science with a special attention to youth services.
- Serves on library committees as relevant and attends staff meetings.



Required Skills & Qualifications

- Bachelor's degree required.
- Experience working with young adults preferred.
- Working knowledge of Koha/Aspen desirable and knowledge of WordPress and Canva a plus.
- Possesses excellent computer skills and the ability to learn new applications.
- Collaborates effectively with the Young Adult Library Associate and thrive in a team-focused environment.
- Exercises sound judgement to perform the job.
- Communicates easily and effectively in group and individual situations using oral and written communication skills.
- Performs assigned duties in a timely manner.
- Demonstrates strong time-management skills, punctuality, and a visible presence in the Young Adult Department.
- Available to work evenings and weekends with some variations as needed.
- Maintains a valid driver's license and the ability to travel within the-state.

Physical Requirements

- Regularly required to sit, stand, walk, talk, hear, and use hands and arms to handle library materials and operate equipment, tools, and controls.
- Occasionally required to climb, balance, stoop, kneel, or crouch.
- Occasionally required to lift and/or move up to 25 pounds and push or pull wheeled carts weighing 60-80 pounds.
- Requires visual acuity sufficient for close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.

Reports to: Head of Youth Services

Pay: \$21 per hour. The library adheres to the state's Healthy and Safe Families and Workplaces Act, providing paid sick leave for its part-time employees.

Schedule: Currently Wednesday, Thursday and alternating Friday / Saturday on a rotating schedule. Some flexibility may be possible.

**How to Apply**

Please send a resume, letter of interest highlighting relevant work experience and technology skills, and contact information for three professional references to jobs@newportlibraryri.org. Please include “Young Adult Library Assistant” in the subject line.

Position will be open until filled.

The Newport Public Library is an equal opportunity employer.