

# Tully Free Library

## Young Adult Services Library Assistant

### Description

Part-time vacancy for an enthusiastic Young Adult Services Library Assistant with a strong commitment to public service. Assist in planning, promoting, and implementing young adult programs and services. Additionally, the position will include some work at the circulation desk. This is a part-time position (15 hours per week) and includes some evenings and weekends.

### Supervision

Works under the direct supervision of the Director.

### Responsibilities

- Initiates, plans, and conducts programs and activities to encourage the use of the library by young adults between the ages of 12 and 18
- Promotes programs and services within the library and community by designing signs and brochures, contributing to local publications, and maintaining an updated web presence
- Takes a leadership role in developing effective and productive youth service teams
- Maintains and cultivates positive relationships with the public, schools, teachers, and other libraries
- Builds partnerships throughout the community and advocates for young adults and young adult services with other community agencies
- Works on circulation desk as required; performs other related duties as necessary

### Knowledge / Skills

- Knowledge of recreational and educational needs of young adults, including current trends in library technology and services
- Ability to translate young adult needs and interests into effective library services and programs
- Strong public service attitude and ability to relate to and communicate with teens
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Communicates effectively orally and in writing

### Education and Training

- M.L.S. or M.S.I.S. candidate preferred
- Minimum of 1-2 years of public library or youth programming experience

### Contact

If interested, please send cover letter and resume to Matt DeLaney at [mdelaney@onlib.org](mailto:mdelaney@onlib.org)