

**Position:** Library Assistant  
**Department:** Youth Services  
**Hours:** Part-time, 24 hours weekly  
Monday, Wednesday, Thursday 3:00 p.m.-8:00 p.m.  
Tuesday 2:00 p.m.-8:00 p.m.  
Friday 3:00 p.m.-6:00 p.m.  
Saturday – Rotation every 5 weeks

#### JOB SUMMARY:

Under the general direction of the Youth Services Manager, and in harmony with the policies of the Library, the Library Assistant will provide exceptional service to library patrons and the general public. While working at the service desk, in Youth Services and at the Boys and Girls Club Library, the Library Assistant will answer questions about the collection, provide reader's advisory, assist with locating materials, and check library materials in and out for patrons. The Library Assistant will provide support to the Youth Services staff by assisting with program planning and preparation.

#### MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Two years' work experience in a public contact/similar environment providing excellent service
- Demonstrated experience working with children 0-18 and caretakers
- Knowledge and/or enthusiasm for youth literature and literacy development for children
- Clear/concise communication skills that exhibits professionalism
- Strong computer skills and comfort with evolving technologies. Working knowledge of Microsoft Office software and the Internet is required.

#### PREFERRED QUALIFICATIONS:

- Ability to set and meet deadlines/goals, along with strong time management skills
- Good working knowledge of principles and practices of library work
- Prior experience in a library setting

#### PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observations, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to accomplish assigned duties; use basic technology equipment, including a keyboard, mouse, and touchpad; operate office equipment.
- Sufficient personal mobility, physical reflexes, agility, and strength with or without reasonable accommodation, which permits the employee to function in the context of the assigned duties to include but not be limited to: lifting, moving, bending, stooping, reaching; pushing and pulling fully-loaded book carts; carrying up to 35 pounds; prolonged standing and/or sitting.
- Environmental conditions include those risks normally associated within the context of an office environment and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT  
MORRISSON-REEVES LIBRARY**

**80 North Sixth Street, Richmond, Indiana 47374**

**OR**

**PLEASE SUBMIT APPLICATION TO**

[hr@mrlinfo.org](mailto:hr@mrlinfo.org)

Please include Subject: Youth Services Library Assistant