



**Are you passionate about making a meaningful impact in the lives of children and teens? Do you thrive in an environment where you can nurture their growth, creativity, and curiosity?**

**If so, this career opportunity may be the perfect fit for you!**

**VIGO COUNTY PUBLIC LIBRARY  
JOB VACANCY ANNOUNCEMENT  
FULL-TIME YOUTH SERVICES ASSISTANT LIBRARIAN  
Open to current library employees and external candidates**

***Application review will continue until the position is filled.***

***Applicants whose qualifications best match the requirements of this position will be contacted for an interview.***

**Posting Date: January 9, 2025**

**YOUTH SERVICES ASSISTANT LIBRARIAN:** Opening for a full-time 40 hours per week non-exempt position in the Youth Services Department of the Vigo County Public Library. As a Youth Services Assistant Librarian, you'll have the chance to create a fun, engaging atmosphere that fosters learning, teamwork, and self-discovery. With your enthusiasm, you'll play a vital role in shaping the next generation of leaders and individuals who are equipped to make a positive difference in their community.

**GENERAL DESCRIPTION:** Youth Services Assistant Librarians are responsible for providing customer services that support discovery and access to resources for children, teens, and families including reference, reader's advisory, programming, circulation services, technology assistance and instruction and participation in community outreach and activities. Youth Services Assistant Librarians engage in the day-to-day activities of the department and assist with routine department tasks in support of the goals and objectives of the Vigo County Public Library.

**JOB FUNCTIONS:**

**Core Essential Functions:**

- Represent the VCPL's core value of unbiased inclusiveness and respect for others.
- Establish an aware, approachable, and proactive service presence acknowledging customers with eye contact, a greeting, and an offer of assistance.
- Provide a positive service experience for each customer with a focus on facilitating the most beneficial outcome possible for the customer.
- Interpret and provide guidance on library policy and procedure to library customers.
- Maintain confidentiality and privacy of library customer information and transactions.
- Address customer behaviors that do not align with VCPL Rights and Responsibilities in a respectful and constructive manner providing appropriate redirection and employing de-escalation tactics.

**Essential Functions Performed Daily:**

- General:
  - Engage in the day-to-day activities of the Youth Services (YS) Department including staffing the YS and Teen Space services desks as scheduled or needed.
- Assist customers with various services such as:
  - Locating and accessing print and digital library resources.

- Checking library materials in/out using library's integrated library system (ILS) and assisting with use of self-check units.
  - Issuing/renewing library cards and processing card applications.
  - Providing assistance and instruction in the use of VCPL computer workstations, electronic devices, copier/printer, ILS catalog, and other technology and information access related resources.
  - Responding to customer queries and requests in-person and through various forms of communication.
  - Performing reader's advisory.
- Perform routine activities including processing holds, routing and shelving materials, searching for lost or missing materials, and shelf maintenance tasks such as verifying that shelves are in proper shelving order and dust free.
- Perform routine checks of department's public computer workstations, headphones, toys, and other items used regularly by the public to ensure they are clean and damage free. Clean items as needed and remove damaged items.
    - Programming:
      - Consult with YS Librarians and Manager regarding development and coordination of programming ideas, best practices for effective planning, and logistics of implementation.
      - Develop, plan, and implement programs, story-times, and events for children, teens, and families including on-site and off-site venues.
      - Participate in the coordination of YS programs with Program and Event department to align YS program content, calendar scheduling, and staff resources with relevant library wide initiatives, programs, and events.
    - Participate in the development and promotion of material and resource collections by:
      - Assisting with the management of assigned YS collections including budget request development; evaluation, selection, and deselection of materials and resources; and analysis of material/resource use including strategies for increasing use.
      - Collaborating with Collection Development Librarians by providing information about customer feedback and requests for materials/resources and providing information about material/resource needs relevant to upcoming programs, events, displays, or exhibits.
      - Developing and implementing displays that highlight materials/resources and promote customer interest.
- Manage childcare agency outreach delivery collections including contacting agencies, creating and maintaining agency profile, performing reader's advisory, choosing and assembling collection materials, performing ISL checkout/in, and transporting materials to the outreach delivery area.
- Provide guidance to various community organizations, pre-schools and childcare agencies regarding selection and use of library materials, resources, and services.

**Essential Functions Performed Frequently or Periodically:**

- Establish and maintain a proficient level of knowledge about library resources and services available for customers.
- Prepare bibliographies and reading lists as needed.
- Assist with collecting and compiling statistics, preparing information for Board reports, and other clerical tasks as needed.
- Assist in liaising with local K-12 schools/teachers to coordinate library resources with school assignments or events and schedule library tours.
- Assist with providing Public Relations department information and updates regarding YS information on VCPL website and social media venues including ensuring content accuracy.

- Support VCPL community engagement by staying informed about community events relevant to YS and the library and participating as needed in community activities to represent library interest and engagement.
- Participate in Teen Volunteer Program as assigned including intake and end of service processes for teen volunteers, supervising and providing oversight for the Teen Advisory Board (TAB), and planning and scheduling volunteer events.
- Develop and maintain knowledge about public library issues and trends by examining current professional literature and resources for libraries.
- Attend and participate in department meetings, assigned committee and task force meetings, and required system wide meetings to stay informed about departmental and system wide activities and to contribute to development of processes, services, initiatives, etc.
- Attend conferences, workshops, and other continuing education opportunities to expand vocational competencies and meet Indiana Librarian Certification requirements.
- Perform other duties as assigned.
- Assume responsibility for the YS and/or Teen Space areas in the absence of the YS Manager or Librarians.

**Additional Functions Performed Periodically:**

- Attend and participate in special initiatives hosted by schools and other educational organizations such as Battle of the Books, the Educators' Rally, open houses, and family nights.
- Assist with coordinating promotion of library programs to K-12 schools.
- Assist with preparing information for monthly board reports; prepare and present reports for the VCPL Board of Trustees as needed.
- Assist with mending of slightly damaged library materials.

**PHYSICAL AND COGNITIVE REQUIREMENTS:**

- Ability to:
  - Read, write, and understand written and verbal instructions.
  - See and hear various forms of library media and materials.
  - File alphabetic and numeric systems.
  - Utilize computer keyboard, monitor, and mouse or use modifying/adaptive devices or equipment with equivalent outcomes.
  - Perform repetitive hand movements in the use of computer keyboard and opening/closing library material casings.
  - Remain stationary for long periods of time either sitting or standing.
  - Move through the library to assist customers and provide a variety of customer services.
  - Reach floor levels and heights up to six feet.
  - Move items ranging from 10-25 pounds.
  - Move carts from 25-75 pounds.
- High degree of mental acuity with highly developed skill for paying attention to detail.
- Well-developed organizational skills and adept at effectively prioritizing and managing workflow.
- Well-developed communication and interpersonal skills; proficient in communicating effectively with customers and co-workers verbally and through written communication.
- Adept at consistently using tact and patience in interactions with others.

**WORK SCHEDULE:** 40 hours per week work schedule. The schedule for this position will include assigned days and evenings during the hours of 8:00/9:15 AM - 5:00/6:15 PM and 11:15 AM - 8:15 PM Monday through Thursday; alternating Fridays 8:00/9:15 AM - 5:00/6:15 PM and Saturdays 8:45 AM - 5:15 PM; and Sunday rotations from 12:45 PM - 5:15 PM. Schedule flexibility is required, which includes evening and weekend work

to meet department scheduling needs and assist with special programs and events. Sunday hours are paid at over-time rate.

**QUALIFICATIONS:**

- Bachelor's degree required; specialty in Early Childhood Education, Child Development, Elementary Education, or Human Development and Family Studies desired.
- Must be able to obtain Indiana Librarian Certification at the Professional Assistant Level LC5 (Level 5 which requires at least 60 hours of college or associate degree and 9 semester hours of required library science courses. Requires 50 Library Education Units every 5 years to maintain certification. Individuals unable to meet the certification requirement may apply for a one-year temporary certification up to 3 times while working towards the education requirement to become certified).
- Previous experience in youth services and programming with ability to effectively plan and conduct story-times and programs for children and teens of all ages.
- Interest in and enthusiasm for working with children and the public required.
- Knowledge of the use of on-line information resources, Internet resources, and various types of technology to provide library services to children and teens of all ages and their families.
- Well-developed computer skills with experience using Windows and Microsoft applications and high level of comfort for learning and using various software programs and platforms required.
- Social Skills
- Well-developed interpersonal and customer service skills with the ability to effectively interact with a wide range of people in a diverse environment required.
- Ability to project friendliness/helpfulness, enthusiasm, and a positive attitude required.
- Ability to successfully collaborate and interact as a team member in a multicultural and inclusive environment required.
- Ability to display tact and patience, exercise good judgement, and navigate difficult situations calmly and constructively required.
- Well-developed verbal and written communication skills with ability to apply communication and interpersonal skills to result in constructive interactions with customers and co-workers required.
- Ability to work independently, maintain efficient workflow, exercise resourcefulness, and manage multiple concurrent priorities, tasks, and deadlines calmly and competently.
- Ability to report to work at the prescribed time for each scheduled shift and to fulfill the job requirements for the duration of the shift or until relieved of duties by a supervisor.
- Ability to adapt to a varied work schedule and attend meetings, workshops and conferences when required.
- Ability to travel to meetings, workshops, and conferences, including within Vigo County, to conduct off-site programs when required.
- Ability to maintain confidential information required.

**WAGE: Assistant Librarian, Job Class 5, full-time 40 hours per week non-exempt position. Rate of pay is \$16.76 per hour.**

**BENEFITS:** Optional participation in the Anthem PPO Health Plan or High Deductible Health Plan with HSA, Guardian Vision Insurance, and Guardian Dental insurance (Through December 31, 2025 employee contributes \$207.68 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$37.68 for single employee coverage participation in HDHP with HSA/Vision/Dental plans); paid Life Insurance; paid Long Term Disability Insurance; 100% paid participation in Indiana Public Retirement System; eligible for 12 paid holidays per year; vacation and sick accrual occurs bi-weekly with the equivalent of 2 vacation days and 1 sick day for every active month of employment. **Tuition reimbursement** is available to VCPL employees in accordance with the VCPL Staff Development policy.

**APPLICATION INSTRUCTIONS: Application review will continue until the position is filled. Applicants whose qualifications best match the requirements of the position will be contacted for an interview. Preferred methods of application: 1) Download the VCPL application form at <https://vigolibrary.org/about-2/careers/> , email the completed form along with a cover letter and**

resume to [application@vigolibrary.org](mailto:application@vigolibrary.org); or 2) submit application materials online at [www.indeed.com](http://www.indeed.com).

**Vigo County Public Library is an E-Verify Employer.**

The Vigo County Public Library provides equal opportunities to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, gender identity or expression, national origin, age physical or mental disability, ancestry, or veteran status. Vigo County Public Library complies with all applicable federal state and local laws governing nondiscrimination in employment in every library location. The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, termination, transfer, leaves of absence, compensation, or any other personnel action.

**Human Resources, Vigo County Public Library**