JOB TITLE: Library Assistant/Associate - Youth Services

FLSA CLASSIFICATION: Non Exempt

SUPERVISED BY: Director of Youth Services

HOURS OF DUTY: 37.5 hours per week
As scheduled, with Saturday and evening hours as needed, including youth programs and outreach events.

SALARY & BENEFITS: $15-$18 per hour (dependent on qualifications and experience)
Comprehensive benefits package includes: health insurance with 100% premium coverage after 6 month probationary period; paid annual, sick, and personal leave; participation in state pension system; educational assistance for qualified programs; paid staff development opportunities.

GENERAL SUMMARY: Assists with all aspects of activities related to the youth services department, including: programming; collection development; school and other youth outreach. Regularly provides onsite and offsite storytime programs. Assists with teen programming.

QUALIFICATIONS: For Assistant Payscale:
2 years coursework beyond high school diploma in early childhood, education, or related field required; Associate’s degree in relevant field preferred. Prior completion of or ability to enter the Maryland Library Associate Training Institute’s Expanded Early Start Program within 6 months of hire.

For Associate Payscale:
Bachelor’s degree required; Bachelor’s degree in library science, education, early childhood, or related field preferred
Maryland Library Associate Training Institute (LATI) certification or ability to enter the LATI program within 6 months of hire; commitment to acquiring required CEUs for LATI recertification every 5 years
Kent County Public Library
EMPLOYMENT OPPORTUNITY

General Position Qualifications:
Customer service experience required; library experience preferred. 1 year experience working with children and/or teens required; 3 years experience preferred.

SUBMISSION:
Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery.

Attention: Executive Director Arnessa Dowell
dowell@kentlib.org

DEADLINE:
Applications accepted until position is filled. Applications will be reviewed every two weeks starting March 15, 2024.