

## **PART-TIME YOUTH SERVICES TECHNOLOGY ASSISTANT**

**Posting Date: August 24, 2018**

The University City Public Library has an immediate opening for a part-time youth services technology assistant. You will be the lead on developing, teaching and hosting presenters in technology programs for teens and kids. This position requires someone available 15-25 hours per week, include working some evening and weekend hours. The position requires a Bachelor's degree. Current library science students are encouraged to apply. Specific duties will include:

- Provide a range of children's and teen services to the public as needed, including teaching research skills classes, teaching introductory video production and editing, and facilitating programming focused on technology, including, engineering, coding, and robotics.
- Develop and engage diverse community participation.
- Initiate and maintain contact with area schools, other individuals and groups serving youth in the community, with the purpose of growing collaborations between the Library and local agencies.
- Represent the Library at community meetings, back-to-school events, and other community forums.
- Promote a love of reading through developing displays, activities, bibliographies and other resources for teens.
- May assist in volunteer recruitment and supervision.

We are looking for a bright, personable professional with a demonstrated commitment to public service who will work well with our diverse community and current staff. Flexibility and a sense of humor are desirable traits.

Essential physical abilities to be accomplished with or without reasonable accommodation:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings.

General requirements for all library employees:

- Ability to establish and maintain effective working relationships.
- Commitment to the library's mission and goals.
- Ability to read, write, and speak English.
- Ability to give and receive instructions in English.
- Alpha-numeric recognition skill.
- Ability to exercise good judgment.
- Ability to use basic office equipment: telephone, fax, e-mail, copier.
- Honesty, punctuality, accuracy, ability to maintain confidentiality.
- Ability to pass a criminal background check.
- One-year probationary period.

Please email a current resume and cover letter to [humanresources@ucitylibrary.org](mailto:humanresources@ucitylibrary.org)