



Teen Library Assistant - West Lafayette Public Library

Job description

West Lafayette Public Library is seeking a high school senior looking for a fun and unique Work-Based Learning placement for the 2021-2022 school year.

The Teen Library Assistant helps offer excellent materials and engaging activities in our Young Adult department by assisting staff with the planning and execution of programs, material selection and processing, creating displays and a visually interesting department, and other library tasks. This role will also work with our STEAM Kit and tabletop games collection and our pre-teen STEAM programs.

A successful Library Assistant is interested in learning new skills, enjoys working with other people, and is comfortable in both creative and detail-oriented projects. Loving to read is a plus, but many passions and interests are valued in a public library!

Essential duties under the guidance of supervisor

- Assist with creation and planning of program ideas on a variety of topics for pre-teen and teen participants
- Assist with collection management tasks, including selection, processing new items, and deselecting items
- Create library displays to highlight items in the collection, events, and services
- Assist with other department communications such as social media and graphics
- Assist in other areas of the library as necessary

Desired skills, knowledge and abilities

- *Problem Solving*: Be driven to think creatively to solve problems and address unique situations
- *Flexibility/Adaptability*: Be comfortable with moving between unrelated tasks and enjoy learning new skills
- *Leadership*: Be able to positively collaborate with others to achieve library goals
- *Punctuality*: Arrive to shifts and events prepared and on time
- *Reliability*: Be counted on to perform assigned tasks in a timely manner and with a high degree of accuracy

Essential Qualifications

- Interest in a career in library, educational, or community activity environments
- Ability to interact professionally with fellow staff, library users, and community organizations
- Submit to an employment background check by HireRight

This position reports to the Department Head of Teen Services. To apply, please complete the application found at wlaf.lib.in.us/teens. Applications and questions can be directed to aschoolman@wlaf.lib.in.us.