



Teen Department Library Assistant - West Lafayette Public Library

Job description

West Lafayette Public Library is seeking a high school Junior or Senior looking for a fun and unique job for the 2022-2023 school year. This position is open to all qualified students; candidates enrolled in the GLCA Work-Based Learning program will receive first consideration. The position reports part-time 10-15 hours per week on-site at West Lafayette Public Library from August - May.

The Teen Department Library Assistant helps to offer excellent materials and engaging activities in our Teen department by assisting staff with the planning and execution of programs, material selection and processing, creating displays and a visually interesting space, and other library tasks. This role will also work with our STEAM Kit and tabletop games collection and our creative lab 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 programs on a variety of topics for 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
- New hires over the age of 18 must submit to an employment background check by HireRight

How to Apply

Applications due May 1, 2022.

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

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