



Job Title	Teen Department Library Assistant
Department	Teen Services
Reports to	Head of Adult and Teen Services
FLSA Status / Hours	Exempt
Certification Level	n/a

#### JOB SUMMARY

West Lafayette Public Library is hiring a high school Junior or Senior to assist the Teen department in the 2024-2025 school year. The position reports part-time 10-15 hours per week on-site at West Lafayette Public Library from August to July. High school Juniors may be able to extend the role into their Senior year.

The Teen Department Library Assistant helps us 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.

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!

This position pays \$14.00/hr.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Category	Description
Duties in Teen Services	Assist with creation and planning of programs on a variety of topics for teen participants
	Assist with collection management tasks, including choosing materials and processing them for circulation
	Create library displays to highlight items in the collection, events, and services
	Assist with other department communications such as social media and graphics
	Support teen department volunteers
	Maintain tidiness of department, including occasional shelving, cleaning, and organizing
	Assist in other areas of the library as necessary
Desired skills and abilities	<i>Problem Solving:</i> Be able to think creatively to solve problems and address unique situations

	<i>Flexibility/Adaptability:</i> Comfortably switch between unrelated tasks and enjoy learning new skills
	<i>Leadership:</i> Be able to positively collaborate with others to achieve library goals
	<i>Punctuality:</i> Arrive to shifts and events prepared and on time
	<i>Reliability:</i> Be counted on to perform assigned tasks in a timely and accurate manner
	<i>Knowledge of target audience:</i> Understand popular teen books and trends, and have the ability to translate these to library activities.

HOW TO APPLY

Applications are due May 31, 2024.  
To apply, please submit a resume and a cover letter sharing why you are interested in this position.  
Questions and application materials can be emailed to [afletcher@wlaf.lib.in.us](mailto:afletcher@wlaf.lib.in.us)