



ASHBURNHAM STEVENS MEMORIAL LIBRARY

20 Memorial Drive • Ashburnham MA 01430 • 978-827-4115 • library@ashburnham-ma.gov

Position: Youth Services Assistant

Hours: 35 hours per week

Supervision Received: Works under the general supervision of the Youth Services Librarian and the Library Director.

Essential Functions:

- Delivers prompt and courteous assistance to all patrons regarding the use of Library resources, equipment, and services. Responsible for maintaining and promoting a welcoming and inclusive physical and virtual Library environment.
- Provides circulation services including card registrations, answering account questions, checking materials in and out. Assists with Interlibrary loan delivery processing, and shelving materials.
- Handles money for patron transactions and daily accounting related to Library services.
- Responds to reference and information requests helping patrons with their information needs. Assists patrons with reference and reader's advisory requests.
- Assists with Youth Services activities, outreach, workshops, and programming.
- Assists in other Library programming, including creating promotional materials.
- Assists with collection maintenance including shelving, creating book displays, rotating books on display, shelf reading, and weeding and inventory of juvenile and teen materials.
- Assists with the collection of data from Library programs, services, and initiatives.
- Assists with outreach related to Library programs, services, and initiatives.
- Maintains Makerspace and play areas, rotates toy collection, cleans toys, evaluates materials to insure nothing is needing repairs, and inventories Makerspace supplies.
- Prepares materials for Programs-To-Go, Libcrates, ArtCrates, Break-in Bags, and other Youth Services resources.
- Provides readers' advisory and reference services to youth, young adults, and their parents and caregivers.
- Assists with training and supervision of Library Pages, Substitutes and Volunteers
- Supervises the lower level of the Library in the absence of the Head of Youth Services.
- Other duties as assigned.

Minimum Job Requirements: .

- Two years experience in a library setting or other similar learning environment.
- High school diploma or GED required, some college or a bachelor's degree preferred.

Preferred Job Requirements:

- Bachelor's degree.
- Experience working in a public library or other similar learning environment with a variety of stakeholders and populations.
- Experience with Evergreen ILS or similar ILS.
- Experience in working with children and young adults.

Knowledge, Skills, and Abilities:

- Demonstrated attention to detail.
- Effective oral and written communication skills.
- Ability to identify and establish priorities, and exercise initiative and independent judgment in a variety of situations.
- Ability to work collaboratively and independently while supporting an inclusive, collegial work environment.
- Ability to balance multiple ongoing projects.
- Knowledge of library practices and services including alphabetization and familiarity with the Dewey Classification System.
- Familiarity with youth and young adult literature.
- Ability to create and implement age-appropriate crafts.
- Ability to maintain patron confidentiality.
- Must be available to work evenings and weekends.

Compensation:

Hourly rate: \$19.99

Paid work week 35 hours including evenings and Saturdays.

Benefits include healthcare, retirement, paid holidays, and sick and vacation time.

Closing date:

Resumes will be accepted until the position is filled. Initial screening will begin June 23, 2025.

To apply, please submit a cover letter, resume, and the names and contact information for three references to: jmynes@ashburnham-ma.gov. Please direct any questions to the same email.