

**KLING MEMORIAL LIBRARY IN GRUNDY CENTER**  
**YOUTH SERVICES ASSISTANT**

**Duties and Responsibilities:**

- Assist Youth Services Librarian in developing, implementing, and promoting programs & events for children, teens, and families both in the library and off-site
- Provide readers' advisory, answer reference questions, and engage with children, teens, & caregivers in the library
- Issue and receive materials for circulation
- Promote materials from the children and teen collections
- Assist library users with library resources including Internet resources

**Minimum Qualifications:**

- Ability to work all hours of library operations with evenings and weekends required
- Ability to effectively communicate orally and in writing
- Excellent computer skills on Microsoft and iOS platforms
- Ability to provide excellent customer service to a wide variety of library users
- Ability to adhere to the ALA code of Ethics

**Preferred Qualifications:**

- Experience working in a library setting

This is a part-time position to fill approximately 20 hours per week.

Please submit a resume or application to Kling Memorial Library  
708 7th St. Grundy Center, IA 50638

View the full job description online at [www.grundycenter.lib.ia.us](http://www.grundycenter.lib.ia.us)