

LIBRARY ASSISTANT I
Pamlico County Library
Permanent, Part-time Teen Library Assistant

Job Summary: Seeking a highly motivated and technology savvy individual to serve as a part-time Teen Library Assistant for the Pamlico County Library. The Teen Library Assistant acts as a mentor and connects teens to resources and opportunities that reflect their interests, respond to their needs within diverse and changing communities, and empower them to be builders of their own future.

Work Schedule:

Varied schedule of 20 hours per week, including:

- At least one 8-hour shift per week; other shifts (afternoon, or night) will be 4 hours
- 2-3 nights per week
- 1 Saturday a month

Responsibilities include, but are not limited to:

- Working in conjunction with the Pamlico County Librarian to execute the vision of Teen Services through outreach, in-house programming, and engaging teens in volunteer opportunities;
- Develop rapport with teens and young adults and helping to fulfill their informational and recreational needs;
- Participate in system-wide initiatives and programs;
- Provide reference and reader's advisory assistance to all audiences;
- Managing the teen space, including space upkeep and inventory, creating engaging displays;
- Assist with day-to-day operations of the branch, including circulation, registration, and shelving;
- Continuing to cultivate a timely and dynamic teen collection that is representative of the community's needs in consultation with the County Librarian and Children's Librarian;
- Cross-trains to assist in other departments;
- Develops and maintains effective working relationships with the public and community;
- Ensures fair administration of library policies;
- Performs other duties as assigned.

Qualifications:

Bachelor's Degree or have an equivalent combination of experience and training; an Associate Degree in Liberal Arts or Library Technical Services is preferred; experience in library work or a working knowledge of library science is desirable. Excellent computer skills required. Exceptional verbal and written skills. Valid driver's license and reliable transportation; NC Criminal Record Check and NC Child Abuse History Clearance required upon offer of employment.

Additional Preferred Skills

- Knowledge of Integrated Library Systems software.
- knowledge of teen literature, emerging media, creative software, and library programming is preferred;
- Experience creating curricula and programming for youth (12-22) is strongly desired;
- Experience working with teens in rural and informal settings;
- Ability to work as part of a team; manage assignments and responsibilities effectively in a busy urban environment.

Salary & Benefits:

\$10.31 Includes holiday pay. Sick and vacation leave accrual after a 4-month probationary period. Position is eligible for the NC Local Governmental Employees' Retirement System.

To apply:

Please submit a completed application and cover letter to the Katherine Clowers, Pamlico County Librarian at 603 Main Street, Bayboro, NC 28515 or email to kat@pamlicolibrary.com.