POSITION:   Part-Time Youth Services Library Assistant

The Caldwell Public Library is seeking a personable, energetic, and creative individual to join its friendly staff. The ideal candidate will have excellent interpersonal skills, a thorough knowledge of social media, the ability to work independently, be tech savvy, and enjoy working with children and young adults.

PRIMARY DUTIES:

- Circulation services for juvenile materials.
- Lead 1-2 monthly programs under the direction of the Youth Services Librarian; assist with other programs (virtual, craft prep).
- Assist in preparing and disseminating promotional materials.
- Assist with the library’s social media accounts.
- Other duties as assigned.

QUALIFICATIONS & SKILLS REQUIRED:

- High School Diploma
- Two years of previous library or classroom experience.
- Strong oral and written communication skills.
- Knowledge of children’s literature and resources.

SCHEDULE:
12-18 hours per week: primarily afternoons, including evenings and occasional Saturdays and lunch coverage.

SALARY:
$12.00 per hour
Submit cover letter, resume, and 3 references to Robin Rockman, Library Director at rrockman@caldwellpl.org