

**Juvenile Library Page**  
**Kendall Young Library**  
**02/28/2024**

## **POSITION SUMMARY**

Kendall Young Library seeks an energetic, flexible, courteous and diligent individual to join the Library's Children's Department in providing premier front-line library services to the community of Webster City. This position primarily involves providing services at the Children's Desk.

## **SCHEDULE**

This is a part time position with 5-10 hours per week which will require after school hours (3:30-6:00) and weekend hours (10:00-5:00, 2 Saturday shifts per month). Additional hours in the summer.

## **PRIMARY DUTIES & RESPONSIBILITIES**

The following functions are considered essential to this position:

- Checks materials in and out using standardized procedures.
- Clean and shelf library materials accurately.
- Registers new customers in the library's automated system; renews cards that have expired and issues replacement cards as needed.
- Collects money due and makes change; records data in computer. Answers phone.
- Performs other duties including, but not limited to, general cleaning, maintaining orderly appearance of the library and materials, opening and closing library, emptying drop box and checking in items, and assisting in special events.
- Other projects and duties as assigned.

## **QUALIFICATIONS**

- Must be age 14+
- Experience working with children is preferred and **MUST** like children.
- The ability to deal effectively with the public, relating to children as well as adults is essential.
- Ability to become familiar with the needs and interests of children and teens.
- Must be dependable, responsible, and have excellent interpersonal/oral communication skills.
- Knowledge of computers.
- Strong organizational skills for a customer service-oriented environment.

- Ability to establish and maintain effective working relationships with co-workers and the public.
- Requires continuous standing, sitting, stooping, bending, climbing, lifting and pushing of books and other library materials ranging from under one pound to over 20 pounds.

#### **COMPENSATION**

- \$9.75 depending on experience and qualifications.

Applications are available at the Checkout Desks or online at [www.kylib.org](http://www.kylib.org). To apply, provide a completed application at the Checkout Desks or email Ketta Lubberstedt-Arjes at [kettala@kylib.org](mailto:kettala@kylib.org). Preference is given to applications received by March 16, 2024.