

Part-time Library Assistant /Youth Services Specialist at Elkton Community Library (Elkton, VA)

Massanutten Regional Library (MRL) is seeking a part-time employee to fill the position of Youth Services Specialist at Elkton Community Library, a Branch of Massanutten Regional Library in Elkton, VA.

This position is 16 hours per week and the work schedule is:

Monday	10:00 am – 1:00 pm
Tuesday	10:00 am – 1:00 pm
or	
2nd Tuesday of every month	3:00 pm – 6:00 pm
Wednesday	12:00 pm – 6:00 pm
Thursday	2:00 pm – 6:00 pm

The anticipated start date is December 9, 2024.

Primary duties for this position include customer service, phones, pos system, checking items in/out, helping patrons with computers, shelving books, shelf reading to assure materials are in proper order, craft preparation, routine cleaning, working with office equipment and other technology, and assisting in activities as needed. This position will be developing and presenting story time by leading program participants in songs, rhymes, and reading to the children. The Library Assistant works under the Branch Manager.

Applicants must have knowledge of early childhood learning and literacy, excellent communication skills, and be able to follow written and verbal instructions. Applicants should have the ability to learn the Dewey Decimal system. The minimum education requirement is a high school diploma or its equivalent. The interview process will require presenting a 5-10 minute story time preview (appropriate for children 3-5 years old) to include reading a children's book of your choice to the interview committee.

The physical demands for this position include the ability to operate a variety of office equipment, standing for long periods, frequent stooping, kneeling, bending, and reaching overhead when shelving library materials on high and low shelves, the ability to lift and carry up to 25 pounds frequently, and to push/pull library carts weighing 100+ lbs. frequently.

Candidates must have the ability to complete a thorough education, employment, and/or criminal history check as a post offer requirement.

The rate of pay for this position is \$15 per hour. The first two weeks of training take place at the Central Library branch of Massanutten Regional Library in Harrisonburg, VA.

Applications are available at www.mrlib.org/jobs. Completed applications in a pdf format can be submitted by e-mail to jobs@mrlib.org. Applications may be mailed to Massanutten Regional Library – Admin Office, 174 S. Main Street, Harrisonburg, VA 22801 but e-mail submission is preferred. Position open until filled.

We have several new job postings. Please indicate the position you are applying for.