

## **Part-time Youth Services Library Assistant at Central Library (Harrisonburg)**

Massanutten Regional Library (MRL) is seeking a part-time employee to fill the position of Youth Services Library Assistant at the Central Library in Harrisonburg, VA.

This position is 12 hours per week and requires working every Saturday. The current work schedule is listed below.

### Schedule

|          |                    |
|----------|--------------------|
| Thursday | 4:00 pm – 8:00 pm  |
| Friday   | 8:30 am – 12:30 pm |
| Saturday | 8:30 am – 12:30 pm |

Primary duties for this position include providing customer service to library patrons at the children's desk and on the phone, shelving library materials, pulling holds, opening duties, closing duties, routine cleaning, and assisting with library projects and programs. The Library Assistant works under the supervision of the Youth Services Coordinator.

Applicants must have excellent communication and technology skills. Candidates with customer service experience, experience working with children ages birth to 17, and general knowledge of library systems preferred. The minimum education requirement is a high school diploma or its equivalent. Foreign language skills are a plus.

The physical demands for this position include the ability to operate a variety of office equipment, standing for long periods, frequent stooping and bending when shelving library materials, and the ability to lift up to 25 pounds occasionally, and to push/pull fully loaded library carts frequently.

The hourly rate of pay for this position is \$14.00. The anticipated hire date for this position is November 11, 2024.

Applications are available at [www.mrlib.org/jobs](http://www.mrlib.org/jobs). Completed applications in a pdf format can be submitted by e-mail to [jobs@mrlib.org](mailto: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.**