

Youth Services Library Assistant

Are you passionate about working with children and teens? The Fort Smith Public Library is seeking a dynamic and enthusiastic **Youth Services Library Assistant** to join our team at the Main Library. This position has a focus on teen programming and engagement.

In this full-time role, you'll work closely with the Youth Services Librarian and other dedicated staff to support the vibrant Youth Services Department. Your contributions will help create a welcoming and enriching space for children, teens, and their families.

Key Responsibilities:

- Provide friendly and efficient customer service at the circulation desk
- Assist children and teens with computer use and basic reference inquiries
- Organize and maintain collections through shelving and shelf-reading
- Support and help plan engaging programs for youth, with an emphasis on teen programming
- Offer reader's advisory services to children and teenagers
- Create booklists and displays to promote literacy

Qualifications:

- Experience working with children and teens, especially in storytelling or educational settings
- Strong interpersonal skills and a positive, approachable attitude
- Ability to work independently and as part of a team
- Excellent organizational skills and attention to detail
- Comfortable using technology, including email, Microsoft Office, Google Docs, and Canva
- Appreciation for diversity and the ability to connect with individuals of all ages and backgrounds

Schedule:

This is a full-time, salaried position with a 37 ½ hour work week. The schedule is primarily Monday through Friday, 9 a.m. – 5:30 p.m., with one evening shift per week and one weekend shift every four weeks. Occasionally, additional evening or weekend hours may be required.

Education & Experience:

High school diploma or GED required; bachelor's degree preferred. At least one year of relevant work experience and familiarity with general clerical duties are essential.

Minimum salary is \$24,500/year plus benefits including paid sick leave, paid vacation after one year of employment, employer-subsidized health, dental, and vision insurance, and retirement. Send cover letter and resume or cover letter and FSPL employment application to Tiffany DeVries at tdevries@fortsmithlibrary.org. To access the FSPL application go to <https://www.fortsmithlibrary.org/about-the-library/about-us/employment-opportunities>. Review of applications will begin Wednesday, October 8 and will continue until the position is filled.