

Part-Time Youth Services Assistant

The Coloma Public Library is seeking a friendly, dependable, and community-minded Youth Services Assistant to help support library services for children, teens, and families while assisting with daily public service operations.

Hours: Approximately 20 hours per week. Schedule may include daytime, evening, and Saturday hours based on library programming and operational needs.

Pay Rate: \$16.00 per hour

Responsibilities:

- Provide welcoming and responsive public service to children, teens, caregivers, and community members.
- Assist patrons with library resources, services, technology, and circulation functions.
- Help maintain a safe, organized, and welcoming youth area.
- Assist with preparing materials, setting up spaces, and supporting library programs and activities.
- Create and maintain displays, flyers, and informational materials.
- Support outreach efforts and community engagement activities involving schools, families, and local organizations.
- Represent the library at occasional community events and youth-focused activities.
- Assist with shelving, opening and closing procedures, and maintaining orderly public spaces.

Physical Requirements:

- Ability to perform duties that require considerable walking, standing, bending, stretching, stooping, and movement throughout the building.
- Ability to lift and move up to 25 pounds.
- Ability to push or pull carts and equipment as needed.

Communication Skills:

- Communicate effectively and professionally with individuals of varying ages, backgrounds, and needs.
- Interact professionally through means such as telephone, email, and in-person conversation.
- Ability to exercise sound judgment and adapt appropriately during challenging situations.

Transportation:

- Reliable transportation to and from work and to occasional outreach events is required.

Education and Abilities:

- High school diploma or equivalent required.
- Previous experience working with children, teens, or in customer service.
- Basic computer skills and willingness to learn library technology and procedures required.
- Ability to work collaboratively as part of a small, supportive team.

Benefits:

- Paid Time Off (PTO)
- Four hours of holiday pay for each holiday recognized in the Library's bylaws
- Supportive, community-focused work environment

To apply, please submit a completed application and résumé to the Coloma Public Library, [Click here to view the Job Application](#). Position open until filled.