

NEWPORT PUBLIC LIBRARY
Young Adult Library Associate, Part-Time
April 2025

Title: Young Adult Library Associate (20 Hours)

Summary: The Newport Public Library is seeking an enthusiastic and forward-thinking individual for the position of Young Adult Library Associate. This position is 20 hours per week including evening and rotating Saturday hours. Occasional Sunday hours are required as needed. This is a shared position with another Young Adult Library Associate.

Duties:

Reference Services

- Provides readers' advisory and reference services to all patrons.
- Compiles bibliographies and instructional materials to meet the needs of young adults.
- Provides technical assistance to patrons using electronic resources in the Library including printing, monitoring PCs, troubleshooting, database use, mobile printing, e-books, etc.

Programming and Publicity

- Assists with programs for young adults.
- Contributes to the development and execution of the teen summer reading program.
- Assists with displays and exhibits in the Library relevant to young adults.
- Compiles information for the bi-monthly Library newsletter.
- Creates marketing materials as needed.

Communication

- Strives to create a safe, comfortable and welcoming environment for all Library users.
- Maintains familiarity with young adult users of the Library and establishes good rapport.

Technology

- Promotes the young adult department on social media.

Collection

- Assists with collection development and weeding.
- Shelves materials as needed.

Staff Development

- Develops and maintains professional and personal skills by keeping up with current trends in Library Science with a special attention to youth services.
- Serves on the Library's internal committees as relevant and attends staff meetings.

Essential Functions

- Collaborates effectively with the Young Adult Library Associate and thrives in a team-focused environment.
- Exercises sufficient judgement to perform the job.
- Communicates easily and effectively in group and individual situations using oral and written communication skills.
- Performs the job in a reasonable time and in a manner which achieves reasonable performance and quality standards.
- Possesses excellent computer skills and the ability to learn new applications.
- Exhibits flexibility and willingness to work in a dynamic, busy and changing environment.
- Excels in time management, is punctual and is a visible presence in the Young Adult Department.
- Supervises young adult patrons in the Library, enforces Library behavior policies and encourages input and use of young adult facilities.
- Contributes to the monthly, annual and statistical reports.
- Is available to work various work evenings and weekends with some variations as needed.
- Maintains a valid driver's license and the ability to travel in-state.
- Other duties as assigned.

Organizational Relationships

- Reports to the Head of Youth Services.
- Works closely and communicates effectively with the Young Adult Library Associate.
- Cooperates with other departments with regard to provision of services to all patrons, with special responsibility to young adults.

Qualifications

- Bachelor's degree required.
- Experience working with young adults preferred.
- Working knowledge of Koha/Aspen desirable and knowledge of WordPress and Canva a plus.

Salary

- Salary will be \$20.88 per hour. The Library adheres to the state's Healthy and Safe Families and Workplaces Act, providing paid sick leave for its part-time employees.

To Apply

The Newport Public Library is an equal opportunity employer. To apply, please send a letter of interest, resume and three professional references to jobs@newportlibraryri.org. Position will be open until filled.