



40 NORTH MAIN STREET
NILES, OH 44446

McKINLEY MEMORIAL LIBRARY

www.mcklib.org

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POSITION AVAILABLE

McKinley Memorial Library has an immediate opening for an energetic and motivated addition to our dynamic team. The successful candidate will impact our community directly by providing programming and library services for children and families in an environment that encourages creativity. We are looking for someone who enjoys working with the public in a fast-paced environment with a variety of job duties. The library encourages professional development and is supported by an active and generous Friends of the Library organization.

JOB TITLE: Full-Time Youth Services Assistant

DATE: February 26, 2025

HOURS: Full-time, 40-hour work week, evenings and rotating Fridays/Saturdays

SALARY: \$16.97/hour

DUTIES & RESPONSIBILITIES: Providing direct library services in an environment committed to excellent public service, planning and implementing library services to youth, representing the library in the community and in the local schools at outreach events and programs, creating displays, working with area teachers, and assisting with managing youth collection development. A copy of the job description is available at www.mcklib.org/employment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of early childhood development, children's literature, reference services, and collection development; ability to work independently and on a team; and good communication, writing, research, planning, decision making, and technology skills in order to work effectively with supervisor and department employees, local teachers, and the public. Requires a Bachelor's degree, a minimum of one year experience working with the public, and familiarity with technology. An equivalent combination of education, training, and experience may be considered. 2-3 years' experience in a public library is preferred. Must pass a background check.

DEADLINE: Applications and resumes received by March 7, 2025 will receive first consideration

If you have an interest in this position, please email a cover letter, resume, and three professional references to employment@mcklib.org.

McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER