



Library Assistant – Youth Services

9/21/16

Do you Snapchat with Pete the Cat? Is Captain Underpants on your Instagram? Friday Memorial Library in New Richmond, Wisconsin, is seeking a Youth Services Assistant who is passionate about customer service, knowledgeable about materials and programs that appeal to children, teens and families, and able to work individually as well as part of a team. This part-time position is responsible for providing programs and services to customers of all ages. The successful candidate will have high customer service standards, a genuine ability to relate to kids and their parents, a sense of humor, and the flexibility to adapt to changing priorities and technologies.

New Richmond is a growing community of more than 8,500 residents, home to Wisconsin Indianhead Technical College, with a diverse economy, high-quality health care, and excellent public services and schools. The city is 40 miles east of Minneapolis-St. Paul and close to an abundance of recreational opportunities.

Minimum of 2 years' experience working directly with groups of children. The preferable candidate will have either current or past enrollment in Library/Information Science, English, or Education undergraduate or graduate program. Minimum requirement high school diploma. A criminal background check will be completed on final candidates.

This is a regular, part-time position for approximately 19 hours per week and will be compensated \$11.50/hr. Hours will be varied including required evenings and Saturdays.

To apply please email resume, references, detailed cover letter explaining how your experience and qualifications would help our library connect with youth and families in our community, and a completed [City of New Richmond employment application](#) to kimberlyh@newrichmondlibrary.org

Completed application materials must be received by **5:00 p.m., Wednesday, October 12, 2016**. Applications that are incomplete or received after this deadline will not be considered.

Applicants who require special accommodations may contact Kimberly Hennings, kimberlyh@newrichmondlibrary.org or 715-243-0431.