



## **Library Associate I (PT) – Youth Services (Teen Area)**

### **Description**

The Washington County Free Library (WCFL) seeks an energetic and flexible part-time Library Associate with a strong public services commitment to work in the Teen Area of the Fletcher Branch. The successful candidate will provide library service and programming for teens (typically age 13-18) and for those who work with teens. Requires constant contact and collaboration with teens, including those with diverse backgrounds and abilities. It is essential that the candidate be team-minded and open to changes, as innovative ideas and programs emerge.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

**Location:** Fletcher Branch (Hagerstown) of the Washington County Free Library.

**Hours:** Part-time, 20 hours per week (non-exempt); varied days and hours during WCFL's regular operating schedule, including evenings and weekends; position subject to system-wide reassignment.

**Salary ranges:** Anticipated hiring rate will be \$22.11/hour; pro-rated benefits provided.

### **Essential Job Duties and Responsibilities**

This list is representative and does not include all the duties this position entails:

- Assist patrons with general reference questions and reader advisory requests.
- Under direction, develop and present innovative age-appropriate programs for teens and outreach activities as assigned.
- Prepare displays to promote reading and other library services.
- Maintain in-depth knowledge of the teen collection and current literature.
- Assist patrons in using computerized and manual information sources and/or direct patrons to other appropriate sources.
- Explain WCFL policies and procedures to patrons and train patrons on the use of library resources.
- Assist with the maintenance of the branch collection in an assigned area.

- Participate in, and support the planning and implementation of, system-wide programs, events, and outreach, as needed.
- Participate in department, branch, and system-wide work teams.
- Perform other related duties as assigned.

## **Skills and Abilities**

- Working knowledge of public library practices and procedures.
- Knowledge of age-appropriate literature and interests, and ability to carry out successful reader's advisory to teens.
- Ability to develop and conduct age-appropriate programs, events, and activities.
- Knowledge of standard computer applications and devices including tablets/mobile devices, software applications, and downloadable e-format materials.
- Working knowledge of social media tools and techniques, and ability to effectively communicate in an online environment to engage patrons via social media.
- Ability to effectively access and utilize WCFL's computerized systems and the Internet, and to effectively provide related instruction for patrons.
- Ability to learn and integrate emerging technologies and STEM-related educational tools in programming.
- Ability to effectively organize work, determine priorities, make decisions and complete assigned duties with minimal supervision.
- Ability to prioritize, multi-task and effectively manage time in a busy environment.
- Ability to demonstrate creativity, flexibility, positive attitude, and good judgment.
- Ability to establish and maintain effective work relationships with contacts encountered in carrying out the responsibilities of the position.
- Knowledge and skills necessary to work effectively as part of a team toward achievement of common goals and objectives.

## **Qualifications & Requirements**

### **Education & Work Experience Requirements:**

- Bachelor's degree from a recognized college or university.
- Minimum 2 years of customer service experience working directly with the public; customer service in a public library preferred.
- Must obtain Library Associate certification from the Maryland State Department of Education within 24 months of appointment.

## **Total Compensation Package**

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a part-time, benefited Washington County Free Library employee:

- Prorated Vacation Leave, based on number of hours worked per week and years of service.
- Prorated paid Personal Days, based on number of hours worked per week.

- Prorated Sick Leave (unlimited annual carryover), based on number of hours worked per week.
- 14 paid holidays.
- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
  - Vested after 10 years of service.
  - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Ability to purchase books and media for personal use at a discounted rate.

**To apply:** Email completed employment application to [Admhr@washcolibrary.org](mailto:Admhr@washcolibrary.org). Application can be downloaded at <https://www.washcolibrary.org/>. Applications received by 5:00 pm on February 24, 2025 will be given first consideration.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.