



Library Associate, Youth Services ([Job Description](#))—Part-time (24-29 hours)

Position #2

Salary: Scale starts at \$14.00/hr after 6-month probation, starting salary depends on experience

The Waupaca Area Public Library is seeking an outgoing and detail oriented candidate with experience working in early education to join our award winning Youth Services team. The position includes a particular emphasis on cataloging and processing youth materials, and relevant library or clerical experience will be considered favorably. A heart for working with youth is a must! The work environment is fast paced with an emphasis on teamwork. The ideal candidate will be a creative problem solver with a growth mindset who can think on their feet and thrive in a changing and highly collaborative environment. Strong customer service and communication skills and the ability to work with individuals of all ages are required.

Responsibilities:

- Check materials out and sometimes also checks materials in.
- Answer directional and reference questions and assist with technology.
- Catalog and process newly received youth items.
- Run regular collection management reports.
- Shelving materials that have been returned.
- Covers some weekend shifts on a regular rotation. Works one evening shift per week.

Requirements:

- Ability to perform repetitive movements over a 4-5 hour shift, bending, lifting and moving items and standing for extended periods of time.
- Ability to lift 50 lbs or more.
- Ability to learn and adapt to new technologies.

The position schedule is somewhat flexible but will include participation in a rotating weekend shift to include Saturdays 8:30am to 2:00pm.

To apply, please complete the following job application and return to Waupaca Area Public Library by June 20, 2025 or until position is filled: <https://waupacalibrary.org/wp-content/uploads/sites/16/2023/07/Application-Form.pdf>

Position is open until filled.

Contact for this posting:

Eric Scott Bailey

ebailey@waupacalibrary.org

Library Director