

Sheridan County Public Library System

Job Description

Youth & Family Services Library Assistant

Classification	Paraprofessional / Public Services
Department	Youth and Family Services
Reports To	Youth and Family Services Supervisor
Location	Fulmer Branch Library — Sheridan, WY
Hours	20 hours per week
FLSA Status	Non-Exempt
Starting Pay	\$14.50/hour
Schedule	Flexible; includes evenings and weekends

POSITION SUMMARY

The Youth Library Assistant is a desk-based, program-supporting role in the Youth and Family Services Department at the Fulmer Branch Library. This position works the service desk on a regular schedule, providing direct patron service to children, teens, families, and caregivers across all open hours of the Fulmer Branch — including evenings and weekends. In addition to desk responsibilities, the Youth & Family Services Library Assistant plays an active hands-on role in supporting youth programs, including supporting set up and tear down of programs such as storytimes, drop-in and afterschool activities, and assisting with passive programming left available for patrons throughout the day. This role has room for a creative individual who enjoys working with children and seeks a creative outlet for fun ways to engage families while they spend time in our library.

PRIMARY DUTIES AND RESPONSIBILITIES

Patron Services and Desk Coverage

- Works assigned desk shifts in the Youth and Family Services Department, providing friendly, knowledgeable service to patrons of all ages
- Assists children, teens, parents, homeschool families, and caregivers with locating materials, readers advisory, and account management including library card issuance
- Provides reference assistance in person and by phone; helps patrons navigate library resources, digital tools, and collections
- Maintains a welcoming, safe, and organized department environment throughout the shift
- Supports patrons in using library technology including computers, self-checkout, and digital resources as needed

Youth Programs and Events Support

- Assists with the setup, support, and teardown of youth and family programs as assigned, including Story Time, Summer Reading Program events, school-age programs, and seasonal or special events
- Supports drop-in and afterschool programs by preparing materials in advance, welcoming arriving youth, facilitating activities, managing the program space, and completing cleanup afterward
- Assists the supervisor in planning, prepping, and running in-house events including craft programs, STEAM activities, and other fun activities for children and teens
- Helps ensure programs run smoothly by monitoring attendance, managing supplies, and assisting with any patron needs during the program

- Collects attendance figures and basic program feedback for supervisor records
- Assists with social media posts or marketing information when needed to keep the patrons informed and excited about events and activities for the Youth and Family Services department

Passive Programming

- Sets up, refreshes, and maintains passive program displays and activity stations throughout the department — including puzzles, building challenges, coloring and craft activities, guessing jars, reading logs, interactive displays, and seasonal activities
- Ensures passive programming materials are stocked, clean, presentable, and age-appropriate at all times during open hours
- Rotates and updates passive program offerings on the schedule set by the supervisor, suggesting new ideas as appropriate
- Monitors patron engagement with passive programs and shares observations with the supervisor to inform future planning

Collections and Department Maintenance

- Shelves and merchandises youth and teen materials promptly and accurately to maintain high circulation and ease of use
- Creates and maintains attractive displays that highlight materials, themes, and programs
- Assists the supervisor with collection feedback, identifying items that are damaged, heavily used, or may need replacement
- Keeps current on trends in youth services, children's and teen literature, and issues affecting youth in the Sheridan County community

General Department Support

- Supports other Youth and Family Services team members during high-demand periods, programs, and events
- Participates in department and all-staff meetings as scheduled
- Performs other related duties as assigned by the supervisor

KNOWLEDGE, SKILLS, AND ABILITIES

- Genuine enthusiasm for working with children, teens, and families in a public library setting
- Warm, patient, and professional communication with youth and adults of all backgrounds and abilities
- Ability to facilitate or support hands-on activities and programs in an engaging, age-appropriate way
- Organizational skills and reliability in managing recurring tasks such as passive program setup and desk coverage
- Ability to work independently on assigned tasks while keeping the supervisor informed
- Comfort working a consistent desk schedule including at least one closing shift per week and general availability Monday through Saturday
- Basic proficiency with standard computer applications including email and Microsoft Office or Google Workspace; willingness to learn library-specific software
- Physical ability to perform the essential functions of the role, including shelving materials, transporting program supplies, standing or moving for extended periods, and working at floor level with young children during programs

EXPERIENCE AND QUALIFICATIONS

SCPLS uses an experience-based hiring approach. We welcome candidates who demonstrate the knowledge, skills, and abilities for this role through any combination of education, training, and experience. Relevant backgrounds may include:

- Experience working with children or youth in a library, school, childcare, or community setting
- Experience facilitating activities, programs, or events for youth or families
- Volunteer or paid experience in a public library or similar community or nonprofit setting
- Customer service experience in a public-facing environment

A high school diploma or equivalent is preferred.

SCHEDULE AND COMPENSATION

Starting pay	\$14.50 per hour
Weekly hours	20 hours per week
Closing shift	One closing shift (until 7:00 pm) required per week
General availability	Mon–Thu 8:30 am–7:00 pm; Fri–Sat 8:30 am–5:00 pm; Saturday availability desired
Benefits	Part-time employees working 20+ hours are eligible for sick leave, Wyoming Retirement, vacation leave, and paid holidays

SPECIAL REQUIREMENTS

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check
- Must be available to work a flexible schedule including at least one evening closing shift per week

To apply, submit your resume and a brief letter of interest to: along@sheridancountylibrary.org

Sheridan County Public Library System is an Equal Opportunity Employer.