

Position Title: Library Assistant III – Youth Services

Location: Bemidji Public Library

Hours: 40 hrs/wk

Anticipated Start Date: November 2023



Position Description:

The Bemidji Public Library is looking for an energetic and creative person willing to have fun and engage with children and their caregivers, creating a welcoming, vibrant environment. This is a full-time position responsible for providing library services to Kitchigami Regional Library patrons. Primary responsibilities include, but are not limited to, the following:

- Performing circulation, reference, and other public service duties
- Curating part of the library’s collection as assigned, including ordering and maintaining materials in the children’s collection
- Frequently checking the children’s area to make sure it is neat and organized, shelving juvenile books, reshelving misplaced children’s materials, and shelf reading
- Developing and implementing community programming and engagement opportunities, including storytimes and summer reading programs
- Engaging in outreach opportunities with local schools, preschools, and other area organizations that serve children and their caregivers

Staff work will include evenings and Saturdays in accordance with branch hours as listed on www.krls.org

Preferred Qualifications and Skills:

- Bachelor’s degree or combined experience and education necessary to perform job duties
- Customer service experience
- Knowledge of computers, technology, databases
- Experience working with children
- Experience with Microsoft Office and Canva
- Basic understanding of public library functions and the Dewey Decimal System
- An understanding of our community, its needs, and the patrons we serve

Wages and Benefits

\$18.54 per hour and includes benefits

Application Procedure:

Application and job description are available at all branch locations within the KRL region and can be found online at www.krls.org.

Cover letter, resume, and KRLS application will be accepted at the Bemidji Public Library through November 21, 2023 or can be mailed to:

Bemidji Public Library
Attn: Branch Manager
509 America Ave NW
Bemidji, MN 56601

Only applicants meeting the requirements specified will be considered for interviews, and not all applicants may be interviewed.