



Director: Cornell White

Hammond Public Library • 564 State Street • Hammond, IN • 46320-1532 (219) 931-5100

www.hammondlibrary.org

JOB ANNOUNCEMENT

TITLE	Youth Services Page
MAJOR TASKS	Sort and shelve Youth and Teen books and other materials, including magazines and audio-visual items. Read, straighten and shift books and other materials to keep them in correct order. Straighten public area at closing. Clean materials and make simple repairs. If needed, register borrowers and assist patrons on computers. Oversee Youth Services for breaks and programs when other staff are not present. Complete in-house procedures throughout shift. Know Board Policies, Administrative Regulations, administrative memos, and Union Contract. Perform other tasks assigned by Division Head.
REQUIREMENTS	High School diploma or equivalent. Strong interpersonal skills and interest in working with the public. Computer and internet literacy.
SALARY	Grade 2 (\$13.18/hour)
USUAL HOURS	23.5 hours per week Evenings and Saturdays required
DATE AVAILABLE	Immediate
SUPERVISOR	Head of Youth Services
APPLICATION PROCEDURE	Applicants should submit their cover letter and resumé to Cornell White, Director at whitec@hammondlibrary.org and Allison Boswinkle, Head of Youth Services at boswinklea@hammondlibrary.org.

***Note: For a complete list of tasks, please reference AR 2204.**