

JOB DESCRIPTION – YOUTH SERVICES ASSISTANT

The Bennington Free Library is seeking a part-time Youth Service Assistant to work an average of 12 hours per week, evening hours will be required.

The Youth Services Assistant reports to the Youth Services Librarian and is responsible for providing help with patrons, organization and maintenance of the collection, preparation of materials for programs, book displays, and hands-on discovery centers. The Assistant will work with the Librarian to support the activities of a lively Children's Room while maintaining a helpful atmosphere for children and families to learn and grow.

RESPONSIBILITIES:

1. Assist patrons with the collection and activities in the Children's Room.
2. Perform readers advisory. Give guidance with knowledge of children's reading levels.
3. Assist with children's programs including on-going programs (Book Express, 1,000 Books Before Kindergarten, Kindergarten Initiative, thematic backpacks, summer reading program)
4. Maintain an orderly and welcoming child-centered room.
5. Assist patrons with the public computers.
6. Fill in for co-workers vacation or sickness.
7. Other duties as assigned.

SKILLS:

1. Experience with children and families. Knowledge of literacy development and different learning styles.
2. Organizational and communication skills.
3. Basic computer knowledge. Social media skills, a bonus.
4. Knowledge of children's books and reading levels.
5. Must be able to bend, reach and lift 25 pounds.

PAY: \$15 per hour. Benefits include paid vacation, sick leave and holidays.

***Successful candidates must complete and pass a background check.**

Applicants must submit a resume and complete a library application for employment. Resumes may be emailed to children@bfli.org and library applications can be picked up at the Children's Room Desk at the library.

January 2026