



# JOB POSTING

**The Whatcom County Library System values diversity and inclusion and we are interested in hiring candidates that are representative of the communities and patrons we serve.**

**POSITION:** Youth Services Assistant

**DEPARTMENT:** Youth Services

**COMPENSATION:** Pay Level 7 on WCLS Salary Structure. Starting range in Pay Level 7: \$19.3609-\$20.5226 per hour depending on experience. Min wage in Pay level 7: \$19.3609 per hour- Max wage in Pay Level 7: \$27.1053 per hour; additional \$0.30 per hour Bilingual Pay premium available for employees who pass a language assessment in ASL, Punjabi, Russian, Spanish, or Ukrainian.

**BENEFITS:** Excellent benefits including Social Security, pension retirement options, long-term disability insurance, and medical, dental, and optical insurance available for employees and their families; All full-time employees shall accrue time off with pay in accordance with the accrual schedule, starting with 8 hours of vacation time per month and 8 hours of sick time per month, and 12 paid holidays per year (pro-rated in proportion to actual hours worked when less than 40 hours per week). All employees are eligible to utilize company provided Employee Assistance Program (EAP). WCLS offers voluntary optional benefits to all employees, such as deferred compensation program (DCP), and supplemental benefits through Colonial Life.

**UNION:** This position is represented by AFSCME, AFL-CIO Local 1581

**WORKING HOURS:** 40 regular scheduled weekly hours, including some evening and weekend shifts. *Successful candidates may be required to adapt to future schedule changes depending on library needs.*

**LOCATION:** Regular hours at the Blaine Library, 610 3<sup>rd</sup> Street, Blaine, WA

**DUTIES:** Delivers library service to children and their families, in libraries, in schools, wherever young people are; promotes reading, curiosity, information literacy, and library use; assists patrons of all ages by providing a high level of customer service in a complete range of patron services. Accesses information through the use of the electronic catalog and other library tools. Promotes a welcoming, informative, and educational environment for children at the branch Library and acts as a liaison between Youth Services and the Blaine Library. Duties include presenting storytimes to preschoolers highlighting the 5 practices of reading readiness, leading library tours, speaking to school groups and supporting the ConnectED program, designing and hosting children's programs inside and outside the library, coordinating summer reading programs at the branch for children; and performing collection maintenance tasks related to youth areas. Provides reference and readers' advisory, checks materials out, maintains the security of the library, and performs similar tasks as required.

**QUALIFICATIONS:** Excellent interpersonal skills required: ability to communicate effectively and appropriately with people from diverse backgrounds, especially children, and work harmoniously with the public and other staff members is essential. Ability to inspire a love of reading and curiosity about the world in children through engaging storytimes, booktalks, and other presentations and programs at libraries, schools, and in the community. An interest in popular culture. A belief that anyone can become a reader at any age. A sense of humor. A passion to learn new things continuously. Ability to gain working knowledge of Whatcom County Library System's policies and procedures; ability to uphold intellectual freedom standards and Whatcom County Library System's commitment to Equity, Diversity, and Inclusion. Attention to detail, computer knowledge, and keyboarding skills required.

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.



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Requires the ability to speak, understand, and write English clearly and concisely. Requires Associates Degree and one or more years of relevant experience; or equivalent training, education and/or experience. **Experience working with children, and interest and knowledge of literature for young people strongly preferred.** Requires physical and visual ability to utilize reference sources and to manipulate equipment. Work requires considerable physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 85%+ of the time. New employees are subject to a CRC (criminal records check) per RCW 43.43.832. The Whatcom County Library System expects all employees to indicate their COVID-19 vaccination status and provide proof of COVID-19 vaccination when vaccinated. In the event that state or federal mandates necessitate such measures, staff may be expected to wear masks while working, submit COVID tests, practice proper sanitation, and participate in any other COVID mitigation practices deemed appropriate now or in the future.

**POSTING DATES:** Monday, 1/23/2023 through Monday, 2/13/2023

**APPLICATION:** Submit a completed WCLS Application Packet\* via email, mail, or hand delivery by 5:00 pm on Monday, 2/13/2023 to:

Thom Barthelmess, Youth Services Manager  
Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226  
Phone: (360) 305-3605

Email: [ysa@wcls.org](mailto:ysa@wcls.org)

**\* APPLICATION PACKETS MUST INCLUDE:**

- Completed [WCLS Employment Application](#) (available at the address above, any branch library, or online at <https://www.wcls.org/work-with-us/>.)
- Résumé and cover letter that illustrates your past experience and/or training working with children and how it would help you meet the demands of this position.
- A response of one page or less to the following questions: What barriers to public library service might young people and families face? What strategies could a public library employ to remove those barriers? What skills or experiences could you contribute to those strategies?

**JOB BEGINS:** As soon after hiring as possible

**SELECTION:** Selection criteria may include the contents of the application, an oral interview, and a skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled ONLY with best qualified applicants, based upon applications, resumes and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.

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