



VILLAGE LEARNING PLACE, INC.
2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218
(410) 235-2210

Position Description

Position: Library Associate

Hours: 14-18 hours per week:
Monday & Wednesday, 2pm-7pm;
Tuesday & Thursday, 2pm-6pm;
Saturdays 1-2/month, 10am-2pm

Description: The Library Associate works closely with the Librarian to provide library services to the community as well as information about all programs and events offered by the VLP.

Responsibilities:

- Opens and closes library using proper security procedures
- Works at public reference desk assisting customers in locating materials, finding information and accessing resources, including internet and electronic resources
- Maintains library collection including periodicals. Plans and changes book displays
- Implements established library policies and procedures
- Assists with program registration and preparing the library space for events and activities
- Supervises and assigns tasks to library volunteers and work study students (*as applicable*)
- Provides a high level of individualized customer service beyond the circulation desk, such as assisting children with or school projects and helping adults with resume writing
- Performs other related duties as assigned

Community Outreach

- Assists in promotion of VLP programs and in participant recruitment
- Positively represents VLP in community through school visits, festivals, and other special events
- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Interacts with youth in a positive, restorative manner

Staff Collaboration

- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Contributes to "All Staff" and "All Program Staff" events as needed
- Attends staff meetings and regularly meets with library staff (*as applicable*)
- Addresses email requests and any phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

Minimum Qualifications:

- Some college-level education required, bachelor's degree preferred
- Two years related work experience; supervisory experience helpful
- Excellent computer proficiency
- Exceptional interpersonal communication skills for working with both children and adults
- Experience providing direct service to a diverse, urban population
- Flexibility, initiative, and creativity

Starting Compensation: \$10-\$12/hour. Post-offer background check required.

Please send resume and cover letter to director@villagelearningplace.org. No phone calls, please.

Updated February 2020