



**Library Assistant – Youth Services
Part-Time**

General Statement of Duties: Under the supervision of the Head of Youth Services of the Ballston Community Public Library, this position focuses on providing library services to children and teens ages 0-18.

Job Description: Provides library service to children, teens and adults, including managing a busy Youth Services room; prepares for and conducts story times and other programs; assists in maintaining the department's collections; promotes use of library materials and services; performs outreach to schools and community agencies as needed; and performs other duties as assigned. May be required to act as Person-In-Charge (PIC) if the Director and Heads are out of the library.

Required Skills and Abilities: Passion for and knowledge of children's and young adult literature; familiarity with current library technologies; the ability to perform both independently and as a team member; experience planning and conducting children's programming; excellent communication skills; enthusiasm, courtesy, flexibility and a sense of humor.

Preferred Skills: Knowledge of Polaris integrated library system, Microsoft Office, WordPress, Canva, Beanstack, and social media.

Minimum Qualifications: A Bachelor's degree. This is a Civil Service position, which will be filled provisionally pending the results of a Civil Service exam to be given at a later date.

Work Schedule: A combination of hours including one Saturday per month, averaging 10-14 hours a week.

Salary: \$17.25/hour

Deadline: Friday, February 27, 2026

Please submit cover letter, resume and three professional references to:

Alyssa Harvey, Head of Youth Services
Ballston Community Public Library
2 Lawmar Lane
Burnt Hills, NY 12027
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518-399-8174 Ext. 4