



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

### **Position Description**

**Position:** Library Associate

**Hours:** Saturdays, 10-2. Occasional weekday shifts as needed during library open hours:

Mondays: 10 – 7 p.m.

Tuesdays & Thursdays: 10 – 6 p.m.

Wednesdays: noon – 7 p.m.

Invited to weekly online staff meeting, Wednesday at 11 a.m.

**Description:** The Library Associate works closely with the Library Coordinator and the Director of Library Programs & Services 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 homework or school projects and helping adults with resume writing

#### 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

Performs other related duties as assigned

### **Minimum Qualifications:**

- Some college-level education preferred, bachelor's degree helpful
- 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:** \$15-16/hour. Post-offer background check required. Candidates must present proof of COVID-19 vaccination or complete a series of COVID-19 vaccines within 8 weeks of accepting an offer.

Please send resume and cover letter to [LINK.hiring@villagelearningplace.org](mailto:LINK.hiring@villagelearningplace.org). No phone calls, please.