

Job Posting for Youth Services Event Specialist

Working at Laramie County Library System (LCLS) is about joining an award-winning organization that sets the bar for service regionally and nationally. We were named the Library of the Year by Gale/Library Journal in 2008. Our employees serve the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 visitors to our three locations and bookmobile every year, we provide opportunities that empower everyone to reach their full potential. Come join us!

JOB SUMMARY

Job Title: Youth Services Event Specialist
Reports To: Manager, Youth & Outreach Services
Location: Laramie County Library (2200 Pioneer Avenue, Cheyenne, WY 82001)
Pay Grade: 27 (\$17.23 to \$25.85 an hour) with a starting salary of \$17.23 an hour
Benefits: This position is eligible for benefits (see below for details)
Hours: Full-time, 38-hours per week

Summary

Provides excellent customer service through planning and implementing library events. Fulfills the duties of the Youth Services Assistant position, including working the public service desk on the second floor a minimum of ten hours per week serving youth, teens, and adults. These duties may include answering questions, assisting patrons find materials, and troubleshooting computers and technologies. This is a fast-paced environment and correcting errant behavior in children and enforcing the library code of conduct are common occurrences. It can get quite loud, especially during large library events and several patrons often want attention at once. Works closely with the other Youth Services Event Specialist and the Youth Services Event Coordinator.

Minimum Requirements

Bachelor's degree from an accredited college or university AND two years of relevant experience OR the equivalent combination of education and experience.

Selection Process

The application deadline is Monday, September 30, 2019 at noon. Applicants must submit an *LCLS Employment Application*, available at www.lclsonline.org/work. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, the library notifies all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

Schedule

Schedule consists of day, weekend and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. All employees are scheduled to attend monthly staff meetings.

SAMPLE SCHEDULE

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
	OFF	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	10:00am – 6:00pm (7 hrs.)	OFF

Benefits

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 17.62% of gross earnings. LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.

Medical insurance and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.

A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

Questions

For questions about this position, contact Beth Cook (Manager, Youth & Outreach Services) at bcook@lclsonline.org or (307) 773-7227.