



January 2026

Join Our Team as a Youth Services Assistant!

Are you passionate about working with children and teens? Do you love books, creativity, and making a difference in young lives? The **Eldredge Public Library** is looking for a warm, energetic, and technologically proficient **Library Assistant** to join our **Youth Services Department**!

About Us

The Eldredge Public Library is more than a place to borrow books—we are a hub of community connection, creativity, and learning. We pride ourselves on being inclusive, supportive, and dedicated to serving the needs of children, teens, and their families in Chatham and beyond.

What We're Looking For

- **A Positive Presence:** Someone who brings warmth, energy, and enthusiasm to their interactions with patrons and colleagues and demonstrates excellent customer service skills.
- **Empathy and Inclusivity:** A person who values diversity and fosters a non-judgmental, welcoming space for all.
- **Creativity:** An imaginative thinker who can bring innovative ideas to our library community and envision creative and engaging programming.
- **Strong Communication Skills:** Someone who can inspire young readers and work collaboratively with staff, caregivers, schools, and community partners.
- **Technically Proficient:** Comfortable using and troubleshooting technology to enhance library services and create publicity and promotional information.
- **Self-starter:** A person who looks to see what needs to be done and pitches in to make sure Youth Services and the overall library are running smoothly.

Qualifications

We are committed to building a diverse team and encourage candidates of all backgrounds to apply. If you are excited about the role but do not meet every requirement, we still want to hear from you! Let us know in your cover letter why you're a great fit!

- Experience working with youth and families in a library, school, or community setting. Any equivalent combination of training, education, or experience contributing to the ability to perform the essential functions of the position will be considered.
- Knowledge of child and teen developmental stages and a passion for literacy.
- This position does require frequent lifting, carrying, and pushing materials, boxes, and equipment between 5 and 55 pounds.

Why Join Us?

- Be part of a supportive and team-oriented culture.
- Contribute to meaningful work that impacts the lives of children and families.
- Grow professionally in a role that values your creativity and dedication.

This is a full-time, 37 hours per week position. *Schedule: Tuesday & Thursdays: 10:30-7; Wednesday, Friday and Saturday: 9:30-5. We are open to working with candidates to meet their scheduling preference, but Saturdays and at least 1 evening will be required.*

The hourly range for this position is \$23.28 to \$26.99.

In addition to competitive salary, this position is eligible for:

- comprehensive health, dental, and vision insurance
- employee assistance and wellness programs
- generous paid time off, including vacation days, wellness days, and holidays

What You'll Do

As a Library Assistant in Youth Services, you will be a key part of creating a welcoming and engaging space for young patrons. You'll assist children, teens, and families with library resources and technology, support and facilitate youth programs, story times, and special events, help maintain our children's and teen collections, provide friendly, knowledgeable service to young readers and their caregivers, and collaborate with staff to create a vibrant, inclusive environment for learning and exploration.

Apply today and help us make the Eldredge Public Library a place where youth feel inspired, empowered, and excited to explore!

If you're ready to bring your creativity, compassion, and enthusiasm to our Youth Services team, we can't wait to meet you! Apply today and help us make a difference in our community.

Applicants must submit a letter of interest and resume to Amy Andreasson, Director, Eldredge Public Library, Chatham, MA 02633 or amyandreasson@clamsnet.org

The Eldredge Public Library is an Equal Opportunity Employer and welcomes candidates of all backgrounds.