



Associate II: Youth Associate Teen Focus

Organization: Ida Rupp Public Library

Hours: Part-Time, 24-28 hours/week; Non-Exempt; Days, evening and weekend hours

Salary: \$17.00 - \$22.00 dependent upon qualifications

Ida Rupp Public Library is seeking a creative and energetic individual to be our part-time Youth Associate with a focus on services for teens at the main library in Port Clinton, Ohio.

Duties:

Responsible for planning and implementing programs for teens and assisting with development and implementation of annual youth summer reading program.

Serve as a liaison with the public; providing outreach activities in community locations.

Coordinates with teachers and hosts classroom visits to the library.

Checks library material in and out. Shelves library material. Performs related duties.

Requirements:

High school diploma or equivalent.

Knowledge of current library trends

Computer experience with standard office software, including Microsoft Office products, email, and internet usage.

Ability to work accurately with attention to detail.

Ability to work a flexible schedule that may include days, evenings and weekends.

Valid driver's license and reliable transportation.

Ability to retain, follow, and recommend library policies and procedures.

Ability to lift 30 pounds.

Successfully pass a background check.

Application Process:

For consideration, please send a completed [application](#) and resume (applications can be found on our website) to:

cmcgrath@seolibraries.org

or

Courtney McGrath, Assistant Director

Ida Rupp Public Library

310 Madison Street

Port Clinton, OH 43452

Deadline: Application materials received by Monday, November 24, 2025 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers