

JOB DESCRIPTION

Job Title: Youth Services Assistant

FLSA Status: Non-Exempt

**Salary Grade
and Salary
Range:**

Grade 3 - \$19.07 Hourly

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Youth Services Assistant provides support to the youth services department by assisting with youth programming, providing customer service at the children services desk, staffing library events, and contributing to library services.

Essential Functions

<p>1. Programming/Events — Plan, lead and assess regularly scheduled programs for children of all ages that may include STEAM, Early Literacy story times, and family programming. Supports various events, including educating the community about Library services, and engaging with the public through Library-sponsored activities.</p>	30%
<p>2. Children Services Desk — Provide exemplary customer service at the children services desk. This includes contributing to a welcoming children’s area, providing reader’s advisory services, enforcing library policy, evaluating the use of the children’s area, and making recommendations as needed. This position is required to manage the children’s desk throughout the week, as well as occasional Saturdays.</p>	30%
<p>3. Customer Service — Provide exemplary customer service for all children and adults who use library services. Train patrons on the use of library catalog, and on how to locate items on the shelves. Offer customer assistance on the use of computers, computer programs, databases, printing, scanning, electronic devices, and photocopiers.</p>	30%
<p>4. Public Services Support — Assist with public services department-wide projects, programs, and events as assigned by the Youth Services Supervisor and Public Services Manager.</p>	10%
<p>5. Other duties as assigned.</p>	
	Total 100%

Autonomy

The results of work are defined. This position determines how to accomplish tasks. The supervisor and manager provide overall direction.

Supervisory Responsibility

None

Education and Experience Required

Requires a two-year college degree or equivalent coursework and/or equivalent library experience.

Knowledge, Skills, and Abilities

- Experience working with children of all ages is preferred.
- Children’s programming experience is preferred
- Knowledge of youth collections is preferred.
- Dedicated to the mission and strategic direction of the library.
- Proficient oral and written communication and social skills.
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library district.
- Dedicated to being a part of a team.

Work Environment

Position may require being up and moving around the Library and at times stationary at work station. The job requires stooping, bending, squatting, stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

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