

JOB DESCRIPTION

Job Title: Youth Services Assistant - 32 Hours

FLSA Status: Non-Exempt

**Salary Grade
and Salary
Range:**

101 - \$20.69 - \$26.90

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

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

Essential Functions

1. Programming & Events

- Contributes ideas for a regular schedule of programs for youth ages 6-18 with an emphasis on trending, engaging and age-appropriate content.
- This role involves planning and leading programs and interacting positively with children, tweens, and teens and ensuring a welcoming environment for all participants.
- Works with librarians and/or supervisor, who provide guidance, to develop and facilitate program concepts that reflect library goals and strategic direction.
- Supports and engages with the public through library events, such as Summer Adventure Program, Summer Carnival, and Santa's Workshop. Library events may occur on weekends or evenings.

60%

2. Customer Service

- Provides exemplary customer service for all patrons using the library, primarily at the youth 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.
- Trains patrons on the use of the library catalog and how to locate items. Offers customer assistance on the use of computers, computer programs, databases, printing, scanning, and photocopiers.

20%

3. Library Services

- Supports and educates the public about services and resources, such as 1,000 Books Before Kindergarten, Dolly Parton's Imagination Library, and early literacy activities.
- Creates and maintains holiday and special occasion displays; develops engaging early literacy activities.

20%

4. Other duties as assigned.

Incumbents may be required to work evenings and weekends.

Total

100%

Autonomy

Guidelines and results of work are defined. Determines how to accomplish tasks and provides updates to the supervisor. 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 ages 0-5.
- Children's programming experience is preferred.
- Knowledge of youth collections is preferred.
- Dedicated to the mission and strategic direction of the library.
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library district.
- This position is required to manage the children's desk throughout the week, as well as occasional Saturdays.
- May serve as backup on programs or bookmobile stops.
- Ability to work a varied schedule depending on programs and needs at multiple branches.
- Ability to drive oneself between branches and to community locations.
- Dedicated to being a part of a team.

Work Environment

Position may require being up and moving around Library locations and, at times, stationary at work station. The job requires stooping, bending, squatting, and 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.

Date Created: January 27, 2020

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