

## **YOUTH SERVICES ASSISTANT**

The Youth Services Assistant works under the direct supervision of the Head of Youth Services and the general supervision of the Library Director.

This is a part-time position, working 24 hours per week. The position involves working a varied schedule, including evening and Saturday hours.

### **Requirements:**

A college degree is desirable. 1-3 years' experience working with children is required, preferably in a library setting.

1. Knowledge of library services, practices and procedures preferred.
2. Operational knowledge of computer hardware/software required.
3. Must enjoy reading children and young adult literature.
4. Must be able to use online Internet searching methods and information resources.
5. Must have thorough knowledge of common social media platforms.
6. Must possess a strong and excellent customer service attitude with the public.
7. Must be able to communicate clearly, diplomatically, and in a friendly and positive manner with staff and library users from diverse ethnic, socioeconomic and cultural backgrounds, and listen to, and understand and interpret the concerns of others.
8. Must be able to establish and maintain effective working relationships with all library staff and work collaboratively in a team environment to find solutions to problems.
9. Must be flexible, able to handle multiple competing priorities and tasks, adaptable to change, and able to work effectively and meet deadline in a fast-paced and rapidly changing environment.
10. Must be able to work independently with limited supervision and to exercise initiative and good judgment in the performance of duties.
11. Must be able to accurately carry out complex procedures and pay close attention to detail.

### **Duties and Responsibilities:**

1. Collaborates with the Head of Youth Services to develop, plan and implement library programs in-person and online for children and teens.

2. Assists with providing outreach to schools, daycares and homeschoolers.
3. Provides reader's advisory to children, teens, family members, and teachers.
4. Recommends the purchase, replacement and weeding of children and young adult materials.
5. Assists with processing of library materials, including arranging displays.
6. Assists in marketing and promotion of library events and services, including in-library displays and digital, online displays, and creating written content for articles and social media posts.
7. Assists with special projects and the development of statistical reports.
8. Keeps informed of library policies and procedures, new and emerging technologies, popular literature and library trends.
9. Provides circulation services, including registering library users and placing user holds.
10. Performs related duties as assigned.

**Physical Requirements:**

While performing the duties of this job, the employee is frequently required to:

- Sit or stand for extended periods of time, to bend, stoop and walk, and to talk and hear.
- Use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms.
- Lift and carry books and other library materials up to 25 pounds, push loaded book carts with up to 100 pounds, and operate a variety of office equipment such as computers, copiers, fax machine, audiovisual equipment and other related equipment.
- Vision requirements include close vision, distance vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee will encounter hectic or demanding situations, including behavioral issues and frequent interruptions, with maximum flexibility required.