

POSITION: YOUTH SERVICES ASSISTANT I
REPORTS TO: YOUTH SERVICES COORDINATOR

PURPOSE OF POSITION:

Assist Youth Services staff in providing library services to youth (ages birth-18), their parents and caregivers. Provide a welcoming, accepting space for youth, families and those who work with youth to gather and engage.

ESSENTIAL FUNCTIONS:

1. Staff Youth Services and/or Young Adult desk in the absence of the Youth Services Coordinator and Youth Services Assistant
2. Provide customer assistance and reader's advisory services to children, their parents and caregivers
3. Assist in preparation for and presentation of programs for youth
4. Assist in maintaining tidy and properly organized youth and young adult collections
5. Kit, hands-on play, and learning material prep and maintenance
6. Assist in the promotion of library services for youth through the development of print promotional materials, bibliographies, bulletin boards, displays, social media posts, and calendars
7. Assist in collection maintenance/materials status updates as directed
8. Assist with outreach activities as directed
9. Assist at other public service desks as needed
10. Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

1. Ability to work enthusiastically and effectively with youth and families.
2. Possession of or interest in developing an ongoing knowledge of children's and teen literature
3. Working knowledge of library materials, services and procedures.
4. Strong organizational skills
5. Ability to work independently and as part of a team
6. Possession of a friendly, fun and helpful demeanor and a positive attitude
7. Possession of clear communication skills, whether in person, in print, or by phone
8. Proficiency in computer keyboarding and use of general office equipment
9. Willingness to learn new skills

PHYSICAL DEMANDS OF POSITION:

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Hand dexterity: typing, writing, filing, sorting, book processing, and mending.
4. Handling: picking up and shelving items.
5. Lifting and carrying: 30 pounds or less.

6. Mobility: travel to outreach opportunities outside library.
7. Pushing and pulling: objects weighing 50 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing: use of telephone.

ENVIRONMENTAL WORKING CONDITIONS:

1. Mostly inside work environment. Occasional outdoor programming/outreach.
2. Flexible work hours: some evening and weekend hours.

EQUIPMENT USED:

Book truck, cash register, computer software, computer terminal, copy machine, laser scanner, microfilm reader, printer, telephone, fax machine, laminator, portable sound system and digital media

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent required
2. Previous experience working with youth and families preferred
3. Proficient computer and keyboarding skills required
4. Ability to pursue continuing education as related to job duties.

JOB REQUIREMENT:

Ability to work flexible hours, days, evenings and weekends.