

Youth Services and Programs Assistant

JOB OBJECTIVE: Assists the Library Director and Program Director with the day-to-day operation of the library including program leadership and assistance, circulation, reference, public computer assistance and outreach with a focus on services and programs for teens and tweens, children, and families. Reports to Library Director and Program Director. Supervision is exercised over Library Volunteers when appropriate.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Helps create a welcoming space for youth, families, and other library patrons.
- Gives friendly and helpful service to library users.
- Leads and assists with the planning, outreach, set-up, and hosting of various programs.
- Represents the library at various outreach events and activities.
- Works collaboratively with library staff and community partners to enhance youth services and promote library initiatives.
- Conducts circulation activity, entering data into the computer, searching and checking customer files, including registering new patrons.
- Checks library materials in and out using the library's automated library system; fills requests for reserved materials.
- Provides research assistance to library users, helping them to gain access to both manual and computer-generated information, and providing reader's advisory service.
- Assists library users with the use of online catalogs, databases, and computers.
- Performs a wide variety of routine clerical tasks including maintaining records, data entry, and printing and circulating program publicity materials.
- Performs general administrative duties, i.e., answering phones, filing, photocopying, stocking patron supplies, and general straightening of furniture and equipment.
- Attends professional development workshops and undertakes special training activities as directed.
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal skills and the ability to connect with children, teens, and their families.
- Excellent communication skills and a commitment to high-quality customer service.

- Knowledge, interest and appreciation of literature and other sources of information available at the library.
- Ability to provide research assistance.
- Ability to assist in organizing activities and to perform routine tasks.
- Ability to utilize computers to perform data entry and assist library users, including use of Sierra ILS, web browsers, email, online databases, WordPress and Microsoft Office applications.
- Exhibits flexibility and patience.
- Willingness to further credentials by additional education and workshops.

PHYSICAL AND MENTAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to walk and sit, with light lifting and other limited physical activities.
- Regular contact is made with staff members, volunteers, and the general public.
- Passion for working with youth of all ages (children, tweens, and teens), individually and in groups.

EDUCATION, EXPERIENCE, AND TRAINING

Experience Needed:

- Professional experience working with teens and tweens required.
- High School diploma or equivalent required.
- Experience in program planning and community outreach are highly desired.
- College level studies, computer training and library experience are highly desired.

WORK SCHEDULE:

- Full-time; hours per week varies; includes some evening and weekend hours.

PAY AND BENEFITS:

- Starting pay ranges from \$23 to \$25 per hour, commensurate with education and experience.
- Benefits include paid sick, vacation, and holiday time, and the option to enroll in a health insurance plan.

Revision Date: 10/16/2024