



# Youth Services Library Assistant Position Description

## **SUMMARY**

Under guidance and direction of the Youth Services Manager, the responsibilities of this position include program and outreach implementation requiring creativity and strong organizational/time management skills, routine clerical, reference and customer service activities, and promotion of library services to the community.

## **REPORTS TO**

Youth Services Manager

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the development and implementation of all programs and outreach efforts for youth aged 0-18.
- Assist with the maintenance of youth services collections.
- Assist in creating library promotional materials and displays.
- Assist patrons in locating materials in the youth services collection.
- Provide basic reference, reader's advisory, and technology assistance to all patrons.
- Keep informed about library programs and events and assist with the promotion of programs and events to the public.
- Accurately perform various record keeping tasks.
- Keep current with library policies and procedures.
- Support and contribute to overall library mission.
- Participate in at least two approved community events per year.
- Various duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Able to effectively develop relevant, engaging customer-centered programs and outreach for youth and families;

Possesses comprehensive knowledge related to youth popular culture, literature, media, educational, and technological trends in addition to showing the initiative to continually develop one's knowledge of these areas;

Proficient in the use of computers (ie. Microsoft Office programs, internet searching, the Evergreen ILS) and standard office technology and equipment (printers, scanners, copiers, etc.);

Possesses a reasonable level of typing proficiency;

Possesses a reasonable level of comfort in the use of mobile devices, particularly in relation to providing library services and digital materials access;

Keeps current on established library and Evergreen Indiana policies and procedures and applies them fairly, evenly, and consistently and exhibits the ability to effectively interpret and implement policy and procedure;

Able to provide customer service to the public in a quick, friendly, and accurate manner;

Establishes and maintains effective working relationships with staff, patrons, and others in the community;

Able to maintain a neat and clean personal appearance and conduct oneself in a professional manner;

Able to work courteously and effectively in teams;

Able to handle multiple activities or interruptions at once and prioritize work tasks prudently and independently or while working or while working in a team environment;

Able to learn quickly and apply new information quickly and accurately, especially in relation to various technologies and services (i.e. various mobile devices, library services, library equipment, etc.);

Contributes new ideas, offers solutions to problems, and suggests improvements;

Actively searches for new assignments, tasks, and responsibilities. Seeks opportunities to expand knowledge, skills, and abilities;

Exercises sound judgment and exhibits good problem solving skills;

Able to adapt to change in general and to adjust to workplace interruptions and disruptions of daily routines;

Able to effectively engage with youth individually and in groups;

Exhibits the ability to complete tasks accurately within a reasonable timeframe;

Able to complete work tasks accurately and neatly and of a quality that meets library standards. This includes accuracy related to cash handling (ie. counting, recording, returning change, etc.);

Able to speak and write clearly and effectively and possesses strong active listening skills and the ability to understand and accurately follow directions;

Able to lift up to ten pounds overhead and to bend low to reach materials on lower shelves;

Possesses reliable transportation to perform offsite duties as needed.

### **WORKING CONDITIONS**

Work is primarily performed in an office environment. Work is in an active environment with frequent walking, standing, kneeling, bending, jumping, crawling, sitting on the floor, and occasionally dancing. Able to safely carry items or maneuver book carts weighing at least 10 pounds. Position is expected to participate in decorating the library in a creative manner including scaling ladders and other tasks necessary to accomplish that goal. Periodic travel offsite is required.

### **EDUCATION, EXPERIENCE, AND TRAINING**

This position requires a high school diploma or equivalent. Graduation from a college or university preferred, but not required. Experience working with youth in a day care, preschool, elementary school, or youth services department of a public library or parochial/public school library strongly preferred.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

Ability to acquire a Librarian Certificate 6 (LC6) as described by Librarian Certification Administrative Rule 590 and the Indiana Public Library Certification Manual preferred, but not required.

Position requires a valid Indiana driver's license and current auto insurance policy.

Background investigations are required. However, a criminal history will not necessarily preclude an individual from consideration for a position or from continuing employment.

### **POSITION HOURS**

The Library anticipates that this job will require between 20-40 hours per week. Position requires applicant to have open availability in order to successfully work a varied schedule which may include evenings, weekends, and Sundays.

Position is non-exempt from the requirements of the Fair Labor Standards Act.

### **SALARY INFORMATION**

Position is hourly.  
\$10.00-\$17.00 based on experience.