

JOB TITLE: Youth Services Assistant

STATUS: PT, Non-exempt

DEPARTMENT: Youth Services

PAY GRADE: 3

REPORTS TO: Youth Services Manager

JOB SUMMARY:

Under the supervision of the Youth Services Manager, provides service to library patrons ages birth through age 18 and their caregivers.

RESPONSIBILITIES AND DUTIES:

- Works in the Youth Services Department assisting patrons, providing readers' advisory, and answering patron inquiries.
- In conjunction with the department manager, plans and presents programs that respond to the needs and interests of children, young adults, and caregivers, including storytimes, summer reading, after-school activities, and intergenerational programs.
- Supports programs that use technology in STEAM and literacy based programs.
- Contributes to merchandising, marketing, social media, and public relations efforts for youth services.
- Enthusiastically and energetically advocates for youth services.
- Supports and contributes to the overall library mission.
- Substitutes in other departments as needed.
- Performs other duties as assigned.

COMPETENCIES:

- Knowledge of children's and young adult literature.
- Ability to establish rapport with children, young adults, parents, and caregivers.
- Knowledge of library policies, procedures, goals and initiatives.
- Ability to complete work accurately, efficiently, on time and with minimal supervision.
- Ability to exercise initiative and make independent decisions.
- Ability to work independently or as part of a team.
- Ability to work and communicate effectively and in a positive manner with public and staff.
- Ability to use current library technology and develop new technological skills as needed.
- Excellent customer service skills and service-oriented attitude.

QUALIFICATIONS:

- High school diploma or GED.
- Coursework in children's literature and programming.
- Minimum of one year's experience working with children.