Chillicothe & Ross County Public Library

Youth Services Assistant

Supervisor: Enrichment Services Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Youth Services Assistant is part of a team that ensures a positive experience for children, teens, and their caregivers by engaging in conversation and connecting users with good books while promoting services and leading library programs.

Essential Duties & Responsibilities

- Responsible for planning, presenting, and evaluating library programs for children and young adults, both on and off-site, under the direction of the Enrichment Services Manager.
- Provide youth programming guidance to County Branch staff.
- Research and recommend quality speakers and programs for library users.
- Be a resource for information about library services and programs to children and young adults, their parents, adults who work with children, and library staff.
- Provide readers' advisory for juvenile materials, and answer reference questions at the Youth Services Desk, elsewhere in the library, and by phone, and assist patrons in locating library materials.
- Provide library materials and coordinate library programs with area educators and other community contacts.
- Participate in selection and evaluation of library materials as assigned.
- Serve on Bookworm development team.
- Prepare support materials and statistics for the Youth Services department.
- Participate in professional organizations and workshops, and keeps informed of current trends and new techniques in youth services.
- Instruct patrons in the use of basic reference tools, both print and electronic.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Assist patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- High school diploma or G.E.D. Two years of coursework at the post-secondary level preferred.
- Two years of relevant experience with teenagers and children.
- Ability to communicate effectively.
- Demonstrated ability to plan work and train and supervise others.
- Demonstrated familiarity with Young Adult and Children's literature.

- Experience working and interacting with children and teens.
- Familiarity with MS Office products, keyboarding/windows proficiency.

Supervisory/Management Responsibilities

Responsible for library location in the absence of a manager.

Guide staff in Bands A & B.

Interaction

Frequent interaction with library employees, patrons, community organizations and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop,and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 10%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Work occasional weekend and evening hours to conduct library programs.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.