

Job Description
Youth Services Assistant

Reports to: Library Director
Revised: 3/8/22



Position Summary—

The Youth Services Assistant is part of the library 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 and Responsibilities—

- Responsible for providing services and programs to youth and parents, both in the library and at events off-site.
- Maintains library spaces to ensure an orderly and attractive experience for patrons.
- Provides readers' advisory for juvenile materials, answering reference questions, promoting youth services events, and engaging with children and parents in the library.
- Provides library materials and coordinates library programs with area educators and other community contacts.
- Develops and maintains relationships and partnerships with schools and community organizations.
- Works with the Director to maintain the children's collection.
- Development and presentation of library programs for youth, both at the library and at remote locations.
- Assists in selection and weeding of library materials under the supervision of the Library Director.
- Coordinates with Multi-Media Assistant for publicity of youth services and programs.
- Plans and changes out Story Walk on a regular basis.

- Prepares support materials and statistics for the Youth Services department.
- Participates in professional organizations and workshops, and keeps informed of current trends and new techniques in youth services.
- Answers reference questions in person, online, or by telephone and helps patrons locate library materials.
- Instructs patrons in the use of basic reference tools, both print and electronic.
- Ability to work weekend and evening hours.
- Works 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.
- Assists patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Speaks to interested groups; promotes library services.
- Performs related duties as required.

Minimum Qualifications–

- High school diploma or G.E.D.
- Two years of coursework at the post-secondary level or at least two years of relevant experience with teenagers and children in an educational setting.
- Ability to communicate effectively.
- Demonstrated ability to plan work and train and supervise others.
- Demonstrated familiarity with Young Adult and Children's literature.
- Demonstrated ability to work and interact with children and teens.
- Familiarity with MS Office and Google products.
- Keyboarding/windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job related equipment.

Interaction–

- Interaction with staff, patrons, agencies and vendors.

Computer/Technology Skills/Equipment/Software Skills–

- The following is the common technology used in this position and is not all inclusive:

Outlook, Data Entry, Electronic Resources, TLC ILS, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Intranet (StaffCentral), Internet (www.jacksoncitylibrary.org), and other library-related software applications. Social Media Platforms.

Supervisory/Management Responsibility–

- None.

Travel Requirements–

- Frequency of travel: Occasional.

Physical Demands–

- Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.
- Occasional travel by automobile is required for position responsibilities and/or training.
- Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 35 lbs., continual standing, reaching, bending, and walking).
- Able to work in areas with odors, including cleaners & disinfectants, and in areas that may contain dust, or other possible allergens.

Work Environment–

- Majority of the work is performed in a general office/library environment.
- Requires availability for extended or nontraditional hours as needed to perform job duties.
- Requires periodic participation and attendance at related library events and training.

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.

Signatures–

This job description has been approved by all levels of administration.

Director:_____

Board Secretary:_____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of this position.

Employee:_____

Date:_____