**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Youth Services Assistant **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Youth Services Librarian

**Definition:** A position involving services to youth, including customer service, basic reader’s

advisory and reference, and delivery of programs and services in the library and at

outreach locations.

**Duties****:**

* Assists in the development and implementation of youth services programs, including story times, summer reading program, and special events.
* Plans and/or presents programs for youth at outreach locations.
* Provides basic level of reference and reader’s advisory service to youth. Refers questions to appropriate staff for further assistance.
* Assists patrons with basic information regarding use of library materials, equipment, and services.
* Instructs and assists patrons with use of electronic resources, including the OPAC.
* May conduct library orientation, tours, and visits to the library by preschool and elementary students.
* Develops bibliographies, book lists, and displays as assigned.
* Attends meetings, seminars, and professional workshops related to youth services as assigned.
* Recommends materials for the youth collection.
* Submits monthly statistical information to Youth Services Librarian.
* Establishes and maintains effective work relationships with co-workers and the general public.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Minimum associate’s degree or equivalent, preferably in education or a related field and previous public library experience preferred.
* Ability to translate children and family’s needs and interests into effective library services and programs.
* Ability to work independently to organize and/or deliver programs and services for children.
* Ability to independently use a computer and office software as well as other office equipment.
* Ability to exercise tact, patience, and good judgment in dealing with the public.
* Ability to relate to co-workers in a positive and responsive manner.
* Ability to communicate effectively in English, both orally and in writing. Ability to communicate in Spanish desirable.
* Must be able to work evenings and weekends.
* Must have valid driver’s license and access to a vehicle.