Job Description

Position Title: Youth Services Program Assistant

Classification: D

Supervisor Title: Youth Services Assistant Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Youth Services Assistant Manager, this position facilitates superior library service to patrons by planning and presenting programs and supporting Youth Services staff in program and service planning.

Specific responsibilities will be assigned by the Youth Services Assistant Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:

* **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
* **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
* **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.

1. Knowledge of integrated library systems as well as other library applications relating to Youth Services.
2. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Knowledge of the reading interests and curriculum related information needs of children, teens and their caregivers.
4. Experience working with children, teens, and their caregivers.

## ESSENTIAL FUNCTIONS

1. Participates in planning, developing, and delivering programs and services to meet community needs.
2. Works with Youth Services staff to maintain programming supplies and materials.
3. Assists in gathering and recording various statistics and maintaining departmental records.
4. Participates in relevant training, continuing education and/or staff development.
5. Performs other duties as assigned.

WORK ENVIRONMENT

Work is routinely performed in a busy indoor space with children and their caregivers, and in a shared office. This role routinely uses standard office equipment such as computers and photocopiers. Noise level may vary from quiet to loud. The employee is required to work evening and weekend hours.

PHYSICAL REQUIREMENTS

1. Constantly communicates with staff and patrons.
2. Constantly discerns items near and far.
3. Frequently positions self to assist patrons with activities, programs, and retrieving materials.
4. Frequently handles and inspects materials.
5. Frequently moves about building to assist patrons.
6. Frequently operates a computer and other office machinery, such as printers.
7. Frequently transports materials weighing up to 35 lbs. to move carts and materials.