Job Description

Position Title: Youth Services Summer Reading Aide

Classification: B

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 presenting the Summer Reading program including structure, goals, and incentives to children, teens, and their caregivers.

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. Must be at least 16 years of age.
2. Knowledge of routine library functions and procedures.
3. Ability to work with detail, precision and accuracy.
4. Ability to perform repetitive work for up to an hour.

## ESSENTIAL FUNCTIONS

1. Provides customer service at the Summer Reading Desk including registering participants in Summer Reading, assisting participants and their caregivers when redeeming prizes, and explaining the rules, procedures, and incentive structure.
2. Assists in gathering and recording various summer reading statistics and maintaining summer reading departmental records.
3. Works with Youth Services staff to maintain Summer Reading supplies including print materials and incentives.
4. Directs patrons to the appropriate personnel or service desk.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as required.

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 operates a computer and other office machinery, such as printers and paper cutters.
2. Constantly communicates with staff and patrons.
3. Constantly discerns items near and far.
4. Frequently positions self to assist patrons with activities and programs.
5. Constantly handles and inspects materials.
6. Frequently remains stationary at a desk to serve patrons.