

Chatham Area Public Library District

JOB DESCRIPTION

Title: Youth Services Assistant
Title of Supervisor: Youth Services Supervisor
Position: Seasonal/Temporary

JOB DUTIES AND RESPONSIBILITIES

Nature of Work:

Under the general direction of the Youth Services Supervisor, the Youth Services Coordinator is responsible for the development and implementation of the Library's program of service to children.

Primary Duties:

- With the Youth Services Coordinators, plan, prepare, implement and evaluate the Summer Reading and Book Camp programs
- Helps oversee teen Book Camp volunteers
- Maintains order, cleanliness, and safety within the spaces designated for children's services, as well as throughout the library building and grounds
- Actively contributes to the library community and embraces a leadership role

POSITION QUALIFICATIONS

Qualifications:

- Bachelors degree or equivalent; completion of coursework in field of study with focus on children/young adults preferred. An equivalent combination of training and experience will be strongly considered.
- Minimum of 1 year prior experience working with children in settings to include but not limited to library, education, and child development.
- Must be able to pass a background check.

Knowledge, Skills and Abilities:

- Ability to be creative and imaginative, establish a good rapport with children and their guardians, establish discipline, supervise volunteers, work with interruptions, maintain a good working relationship with other staff, and communicate clearly and effectively both verbally and in writing
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Ability to promote a positive image of the library

PHYSICAL DEMANDS

The following statements describe the physical abilities required to perform the essential job functions, although exceptions may be made to these requirements based on the principle of reasonable accommodation.

- Work requires ability to carry objects weighing up to 20 pounds on a regular basis
- Work requires ability to stand up to 4 or more hours at a time
- Work requires ability to stoop and bend, ability to reach and grab with arms and hands, manual dexterity, ability to communicate with others, and color vision
- Work requires proofreading and checking documents for accuracy on a regular basis
- Work requires ability to use a keyboard (typewriter, word processor, or computer) to enter and transform information or data on a regular basis
- Work requires the ability to use a keyboard and video display terminal to receive, retrieve, and/or audit information and data on a daily basis

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.