

Chatham Area Public Library District

JOB DESCRIPTION

Title: Youth Services Assistant
Title of Supervisor: Youth Services Supervisor

JOB DUTIES AND RESPONSIBILITIES

Nature of Work:

Under the general direction of the Youth Services Supervisor, performs professional duties in the Children's and Young Adult departments. The Youth Services Assistant participates in the development and implementation of the Library's program of service to children.

Primary Duties:

- Plans, publicizes, implements and evaluates programs within the stated mission and goals of the Library; to include but not limited to regular Storytimes, Summer Reading Program and varied programs throughout the year
- Conducts great conversations, by talking to our library patrons about the materials, promotions, programs and services available at the Library
- Suggests materials and technology to add and withdraw within the children and young adult collection
- Works in conjunction with the Ball-Chatham School District to support student education efforts and collaborates with community organizations and local businesses.
- Promotes the Children's department through the use of in-house and outside publicity, which includes writing press releases and content for the newsletter, making presentations, doing booktalks, and utilizing social media
- Shares responsibility for building supervision, opening and closing procedures, and circulation duties
- Conducts reader's advisory and reference interviews and assists patrons with basic questions
- Assists in assuring that library materials are accessible and correctly organized by shelf-reading, shifting and shelving of materials

Secondary Duties

- Maintains order, cleanliness, and safety within the spaces designated for children's services, as well as throughout the library building and grounds
- Seeks out continuing education opportunities in order to maintain and enhance skills and competencies
- Researches and pursues external funding sources such as grants/donations for support of programs, equipment, and materials
- Helps contribute to development of Library policy and procedures
- Functions as a member of a team striving for excellence in provision of Library services
- Performs other duties, as assigned

POSITION QUALIFICATIONS

Qualifications:

- High School diploma required
- Some college or equivalent preferred
- Completion of coursework in field of study with focus on children/young adults strongly preferred.
- Minimum of 1-year prior experience working with children in settings to include but not limited to library, education, and child development.

An equivalent combination of training and experience will be strongly considered.

Knowledge, Skills and Abilities:

- Interest in children's library service and literature, and child development
- Ability to evaluate trends, patron needs, programs, and equipment
- Ability to be creative and imaginative, supervise volunteers, establish a good rapport with children and their guardians, establish discipline, work with interruptions, and communicate clearly and effectively both verbally and in writing
- Ability to promote a positive image of the Library
- Ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors
- Proficient in using computers and library equipment and an affinity for learning new software and adapting to technological trends
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required

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.