

Youth Services Assistant

Job Description

General Description:

The Youth Services Assistant is responsible for assisting the Youth Services Librarian with the daily operations of the Youth Services Department. This person assists the Youth Services Librarian in developing and implementing programs and events for children, teens, and families.

Reporting Relationship(s):

Reports to Library Director and Youth Services Librarian

Characteristic Duties:

- Assist in the development and presentation of children, teen, and family programs and special events both in the library and off-site under the guidance of the Youth Services Librarian
- Provide readers' advisory, answer reference questions, promote library events, and engage with children, teens, and parents in the library
- May participate in the selection of juvenile materials as assigned
- Ensure spaces in the children's and teen corners are tidy at all times
- Promote materials in children and teen collections, including creating book displays and rotating books on display
- Decorate youth services spaces
- Issue and receive materials for circulation and in-library use
- Operate copy/fax machine and computer software including Microsoft Office Suite and Apollo Biblionix ILS
- Assist library users with any library resources including Internet resources

Minimum Qualifications:

- Ability to work all hours of library operations including evenings and some Saturdays.
- Ability to work and interact with children and teens
- Familiarity with Young Adult and Children's literature
- Ability to effectively communicate orally and in writing
- Ability to provide excellent customer service to a wide variety of library users
- Ability to use office equipment including a copy and fax machine
- Experience with computer systems (Microsoft, iOS, Internet, and online databases)
- Ability to adhere to the ALA Code of Ethics