

Leavenworth Public Library
Job Description
April 2018

JOB TITLE

*Youth Services Associate

SUMMARY

Under the supervision of the Youth Services Supervisor, this employee will help maintain and promote the library's services to children and young adults. This involves helping patrons with questions, maintaining the collection and department, and planning and implementing programming for children of various ages. Evenings and weekend hours are required.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Collaborates with the supervisor and other staff members to plan, implement, evaluate, and promote a wide variety of programming for the library's young patrons. This includes but is not limited to story times, summer reading programs, holiday events, and State Library or American Library promotions.

Performs circulation duties such as checking library materials in and out and processing library cards.

Provides readers' advisory and reference services to youth and their parents.

Provides supervision and instruction to youth using the computers.

Records statistics and activities and turns them in to the supervisor on a monthly basis.

Enforces library policies, including Internet and Unattended Children, in regard to the Children's and Young Adult areas.

ADDITIONAL RESPONSIBILITIES

Sets up book displays, prepare bulletin boards and/or display cases.

Straightens and cleans the Learning Center, work areas and the overall department.

Supervises student volunteers.

Shelves all types of library materials and help to maintain the collection in a neat and orderly manner.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of current trends in child development and children's literature.

Ability to treat patrons with a welcoming, caring, and supportive attitude.

Ability to handle multiple responsibilities and interruptions.

Ability to accept change and adapt to changes quickly.

Ability to work with all staff members in a respectful, honest, and fair manner.

Ability to maintain confidentiality with respect to sensitive personal information.

Good oral and written communication skills.

EDUCATION, EXPERIENCE & TRAINING

High school diploma, along with college coursework in child development, literature or related field is required. Previous library work or experience working with children is required. Computer skills include proficiency in Internet, email and calendar functions; Microsoft office including word processing and spreadsheets; and basic computer troubleshooting. Familiarity with the patron client of an Integrated Library System (ILS), social networking sites, eReaders, and mobile/app technology. Proficiency in office products such as copier, printers, and telephone.

PHYSICAL REQUIREMENTS

Ability to stoop, bend, and stretch to retrieve and shelve materials and sit on the floor and small chairs. Must be able to lift and carry up to twenty-five pounds and push a cart of books.

Employee Signature _____ Date _____

Job descriptions are meant to be general guidelines to the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform
-www.state.sc.us/scsl/pubs/PLstandards/section2.pdf