

Job Title: Youth Services Associate

Position Reviewed by and Reports to: Head of Youth Services

Number and Titles of People Directly Supervised: None

Fair Labor Standards Act: FLSA Nonexempt

Part-Time (less than 20 hrs)

Nature and Scope of Position:

This position is a part-time, nonexempt position reporting directly to the Head of Youth Services. Work requires the application of basic knowledge of library policies, procedures, techniques, and search skills in response to information requests from library users and in the performance of assigned support tasks and duties. The position also involves development and implementation of age-appropriate programming for youth and families.

Essential Functions of Position:

- Assist patrons of all ages with reference, readers' advisory, and informational inquiries.
- Plan and carry out original storytime programming for youth and families.
- Assist patrons with use of computers and other technology including instruction on using library databases and e-holdings.
- Facilitate programming presented by guests.

Essential Knowledge, Skills, and Abilities:

- Ability to provide friendly, proactive customer service
- Ability to speak before children and adults
- Broad reading knowledge of children's literature
- Knowledge of current library service practices
- Knowledge of current technology
- Ability to handle multiple activities or interruptions at once
- Ability to work positively and effectively as a team member
- Ability to exercise good judgment and independent problem solving and decision-making skills
- Ability to communicate effectively in oral and written English

Essential Physical Abilities:

- Sufficient clarity of speech and hearing to be able to communicate effectively in English.
- Sufficient vision to be able to research and answer informational needs of Library patrons.
- Manual dexterity necessary to operate a keyboard

Education and Experience Required:

- Bachelor's degree and at least one year's experience working with children or young adults and their caregivers in a library or comparable environment.
- Library science coursework and/or library experience desirable.

Other:

Schedule includes regular daytime, evening, and weekend hours.