

BRADLEY PUBLIC LIBRARY DISTRICT

Job Title: Youth Services Assistant

Department: Youth Services

Reports to: Youth Services Coordinator

FLSA Status: non-exempt

Job Summary: Responsible for a variety of tasks in support of the Youth Services Department including contributing to the planning and implementation of library programs and services to youth. Primarily serves ages birth through age 18 and their caregivers.

Essential Functions:

- Presents and assists in the planning of programs for children, teens, and/or caregivers which may include storytimes, summer reading, book clubs, after-school activities, special events, intergenerational programs, and community outreach.
- Routinely works the Youth Services Desk, assisting patrons of all ages in the use of the Library and its digital and print resources including reader's advisory and answering questions.
- Maintains the Youth Services area to keep it clean, organized, and inviting.
- Conducts library orientations, tours, and visits to the library by preschoolers, students, caregivers, and/or teachers.
- Creates displays, bulletin boards, brochures, flyers, signage, and other aides for the public which promote interest and use of the Youth Services collections and services.
- Submits monthly statistical information to the Youth Services Coordinator.
- Recommends materials for youth collections.
- Collaborates with all library departments to enhance library services and implement library-wide projects.
- Supervises volunteers in the youth department.
- Participates in routine department meetings for the coordination of library programs, collections, and services to youth.
- Attends meetings, workshops, webinars, and other professional development events as assigned.
- Ability to perform basic circulation activities related to the finding, requesting, and borrowing of materials.
- Performs shelf reading.
- Assumes related duties and projects as assigned.

Knowledge, Skills, and Abilities:

- Ability and enthusiasm to engage children and interact with their parents/caregivers.
- Ability to exercise initiative and work with a minimum of supervision to organize and deliver programs and services for youth.
- Knowledge of children's literature and age appropriate material.
- Knowledge of library-related technology and equipment.

- Knowledge of Windows operating system, Microsoft Office applications, and library digital resources.
- Knowledge of alphabetic and numerical filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to be accurate, detail oriented, and efficient in performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.

Working Conditions/Physical Requirements:

- Indoor office environment.
- Prolonged sitting and standing; regular bending, reaching, pushing carts, moving tables, and lifting moderately heavy loads (up to 20 lbs).
- Ability to hear and respond to people both in person and by phone.
- Ability to see computer screens.

Qualifications:

- High school diploma or equivalent.
- Previous experience working with children.
- Early childhood education or library experience preferred.

Updated: March 16, 2020