

YOUTH SERVICES ASSISTANT

Position Description for the LOGAN COUNTY DISTRICT LIBRARY SYSTEM Knowlton Library/Bellefontaine, Ohio

Position Title: Youth Services Assistant/Non-exempt

Department: Children's Department

Immediate Supervisor: Youth Services Manager

Employment Status: Part-time or Full-time/Bi-weekly payroll/Grade 2 on Salary Schedule

Qualifications: Completion of High School Degree, Library or youth related training. Experience working in a library setting with youth and families or equivalent experience in early childhood learning and literacy, experience with children's programming preferred.

An individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees or public in the workplace will be considered not qualified for this position.

Essential Function of the Position: Assists the Youth Services Manager and performs related general duties in the Children's Department including programming.

Knowledge, Skills and Abilities: Ability to meet and serve the public in a courteous and helpful manner and to deal with people effectively; ability to work with children, ability to relate well with children, enthusiasm, storytelling, communicates effectively, develop good rapport with library patrons especially the children and co-workers and commitment to quality patron service. Flexible work schedule including some evenings and weekends. Ability to work in a team environment. Ability to use sound judgment and strong professional ethics. Excellent computer, written and verbal communication skills, including Microsoft Word and Excel along with familiarity with tablets. Ability to lift and carry materials within the library and to outside programming and to push book trucks with materials on them. Ability to perform repetitive reaching, bending, climbing, and squatting daily.

Job Duties and Responsibilities:

Assists readers in selection and location of books, periodicals, and other materials;
Answers reference questions and checking out children's materials at the Patron Services Desk;
Conducts Storytimes at branch libraries and other community entities;
Community outreach;
Shelves books as needed;
Responsible for children's reserves;
Variety of clerical duties;
Responsible for discarding of juvenile materials;
Keeps Children's Area neat and in order;
Book displays;
Assists in setting up Community Room for programs;
Unpacks boxes and checks to be sure order is correct against PO;
Shelf reads juvenile collection;
Assists with Passive programming;

Responsible for removing Children's Center displays monthly, stores materials properly and helps with lobby display case;
Class visits and tours;
Special projects for the Youth Services Manager;
Attends workshops/meetings as needed to keep current with library training;
Maintains a safe, clean and orderly work environment by complying with safety and maintenance procedures, rules and regulations;
Keeps Youth Services Manager informed of any changes needed in the Children's area;
Maintains confidentiality in accordance with Library policy and all applicable laws and regulations
Performs any and all related duties as assigned in order to promote, further, and ensure the effective and efficient operation of the Logan County Libraries

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Logan County District Libraries.

SIGNATURE

DATE

Revised 5/2022