

Position title: Youth Services Assistant

Status: Non-exempt

Hourly pay range: \$10 – 12, based on experience

Reports to: Director

Job description written July 8, 2021

Summary objective: The Youth Services Assistant is part of a team that ensures a positive experience for children, teens, and their caregivers by engaging in conversation and connecting users with books that fit their interests and needs, while promoting services and leading library programs.

Essential Duties and Responsibilities:

- Responsible for providing services and programs to youth and parents, both in the library and at events off-site, under the guidance of the Director/Program manager.
- Demonstrates ability to perform/present to small and large audiences.
- Demonstrates awareness of research-based methods regarding child development at all stages from birth through adolescence and shows willingness to continuously improve practice of instruction.
 - Provides readers' advisory for juvenile materials, answering reference questions, promoting youth services events, and engaging with children and parents in the library.
- Provides library materials and coordinates library programs with area educators and other community contacts.
- May participate in selection of library materials as assigned.
- Responsible for reviewing email communications in a timely manner to stay informed about procedure and schedule changes.
- Assists Director/Program Manager in the development and presentation of library programs for youth, both at the library and at remote locations.
- Assists in selection and weeding of library materials under the supervision of the Assistant Director/Collections Manager.
- Produces support materials and gathers statistics for the Youth Services department.
- Participates in collaborative organizations and workshops.
- Keeps informed of current trends and new techniques in youth services.
- Identifies tasks that may be delegated to volunteers and circulation staff during idle periods. Upon approval by administration, delegates these tasks using effective communication and follow up.
- Answers reference questions in person or by telephone and helps patrons locate library materials.
- Instructs patrons in the use of basic reference tools, both print and electronic.
- Works in public service areas as assigned: including answering reference and information questions, checking materials in and out, answering the telephone, issuing borrower's cards, processing materials, receiving deliveries, emptying the book drop, handling issues on the library floor, shelving, shelf reading, etc.

- Develops timely and appropriate displays for the children's and teens' area.
- Assists patrons in the use of technology available in the library.
- Obtains certification as a passport agent and serves in that capacity during shifts that are not dedicated to programs.
- Assists in screening donations for Youth collection or the library's online bookstore.
- Performs related duties as required.

Minimum Qualifications:

- High school diploma or G.E.D.
- Two years of coursework at the post-secondary level OR at least two years of relevant experience with teenagers and children in an educational setting.
- Ability to communicate effectively.
- Demonstrated ability to plan work and communicate effectively in a team environment.
- Demonstrated familiarity with Young Adult and Children's literature.
- Demonstrated ability to work and interact with children and teens.
- Familiarity with common office software and hardware.
- Awareness of and adherence to appropriate social media behaviors consistent with professional standards.
- Familiarity with library technology (at minimum from user side).
- Keyboarding/windows proficiency.
- Must possess valid Pennsylvania drivers' license and have reliable transportation.

Interaction:

- Consistently courteous and professional interaction with staff, volunteers, patrons, system peers, agencies, and vendors.
- Demonstrated enthusiasm for the mission of service to children and teens.

Computer/Technology Skills/Equipment/Software Skills:

- The following is the common technology used in this position and is not all inclusive: Outlook, Data Entry, Electronic Resources, Sierra/OPAC, MailChimp, ILS, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft SharePoint, WordPress event calendar, Facebook, Beanstack.

Management Responsibility:

- Limited to overseeing volunteers for designated tasks and collaborating with circulation staff.

Travel Requirements:

- LSLC System office – infrequently (1x/month or less)
- Outreach events – 1-2x per month

Physical Demands:

- Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.
- Occasional travel by automobile is required for position responsibilities and/or training.
- Manual dexterity and physical ability to perform tasks. (i.e., repeated lifting up to 35 lbs., continual standing, reaching, bending, and walking).

Work Environment:

- Majority of the work performed in a general office/library environment; a small number of events may be outdoors.
- Requires availability for extended or nontraditional hours as needed to perform job duties.
- Ability to work weekend and evening hours to lead programs.
- Requires periodic participation and attendance at related library events and training.

Please submit a cover letter, résumé, and three references to library@quarryvillelibrary.org .

Disclaimer—The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Quarryville Library supports workplace diversity and is proud to be an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance, Criminal Record Check, and FBI Clearance. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or national origin. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

Approved July 8, 2021

Sharon M. Roche, director