



Youth Services Associate

Revision Date:	April 2017
Department:	Youth Services
Job Grade:	5
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Youth Services

General Description

The Youth Services Associate is responsible for a variety of tasks in support of the Youth Services Department – birth through sixth grade. Duties include assisting patrons with reference and reader's advisory, preparing material for circulation, assisting in weeding the juvenile collection; and conducting programs as assigned.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reader's advisory and reference service to children and parents. Utilizes library technology including online databases and the Internet, as well as traditional library resources, in answering patron queries.
2. Assists with projects, programs and events in the Youth Services Department or outside the building. This may include suggesting, planning, preparing and implementing all aspects of a program. May arrange the program logistics, purchase needed materials, supplies and prizes, and design promotional material.
3. Creates and updates annotated bibliographies, both in print and online.
4. Promotes interest and use of the Youth Services collection and services within the library utilizing a variety of methods including displays, bulletin boards, brochures, flyers, and signage.
5. Follows procedures for opening and closing of the department.
6. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- School and preschool teachers, students, librarians, staff, and volunteers
- Staff at other libraries
- Community organizations

Necessary Knowledge, Skills, Abilities

1. Ability and enthusiasm to engage children and interact with their parents and caregivers.
2. Ability to work collaboratively with external groups and organizations.
3. Knowledge of children's literature and age appropriate material.
4. Ability to speak confidently in front of groups.
5. Knowledge of library services and programs.
6. Working knowledge of Windows operating system.
7. Working knowledge of Microsoft Office applications.
8. Ability to exercise initiative and work with a minimum of supervision.
9. Ability to organize work and maintain good working relationships with others.
10. Ability to exercise tact and decisiveness in a pleasant manner when dealing with patrons.
11. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. At least two years of college or LTA certificate. Coursework in education or library science preferred.
2. At least two years work experience, including some work with children.
3. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting, climbing stairs

Lifting moderately heavy (up to 20 lb.) loads
Pushing carts
Moving tables and chairs

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.