

## **Library Associate I: Youth Services**

**Hours:** 4 -8 hours per week, with the option for up to 12 hours if needed as a substitute.

**Schedule:** The schedule will be determined in accordance with operational needs of the Library. We are looking for someone to work 4 hours on Fridays and have some flexibility within the other open hours of the library.

**Reports to:** Library Director

### **Summary of Position:**

This position will have designated time each week providing story times, crafts, and other youth activities. The Youth Services Library Associate contributes to the effective operations of the library by helping provide a variety of literary, educational, and cultural programs, activities, and services for youth aged birth - 18 and their caregivers. This role collaborates with other staff and the library director as well as other local organizations when necessary to plan and implement programs.

The Associate position will also serve the general public, and provides gracious and friendly reference, circulation and reader's advisory as essential functions of the position. Responsibilities may include face-to-face or telephone service, assisting users with their accounts, circulation functions, technical services duties and some level of technology assistance.

Due to the nature of a small staff, every associate position may be assigned a variety of front line service duties also while assisting with the collection, catalog, and circulation functions.

### **Qualifications:**

- 1 year experience working with children and/or teens required.
- High school diploma or equivalent required, LTA preferred any combination of education and experience may be considered.
- One year of public library or school experience is preferred.

**Essential Functions:**

The following duties are indicative of the type of work performed, but not meant to be a comprehensive list. Other duties may be assigned as appropriate.

- Develops, presents, and evaluates programs for children, teens, and their caregivers.
- Shares responsibility for development and promotion of programs and services in the library facility.
- Operating as part of a team within a unified service environment, provides a broad range of professional library services including reference, reader's advisory, program registration, and interlibrary loan services using print materials, electronic and web-based resources, and social networking tools across a variety of equipment and devices.
- Periodically works the front desk performing Circulation and Technical Services duties.
- Assists patrons with library technology and equipment, catalog searches, holds, and other general needs.
- May participate in collection development and management as assigned.
- Cheerfully promotes the library and its resources to community organizations.
- Other duties as assigned.

**Additional Standards:**

- Meets job attendance requirements by being on-time for work, reporting absences as prescribed and showing regular attendance patterns.
- High level of dependability and trustworthiness.
- Must be able to bend and lift 30 lbs.
- Reliable transportation and communication devices.
- Excellent telephone manner, friendly demeanor, and helpful attitude with patrons.