

**Job Description**  
**Youth Services Assistant**

Reports to: Library Director  
Revised: 3/8/22



**Position Summary—**

The Youth Services Assistant is part of the library team that ensures a positive experience for children, teens, and their caregivers by engaging in conversation and connecting users with good books 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.
- Maintains library spaces to ensure an orderly and attractive experience for patrons.
- 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.
- Develops and maintains relationships and partnerships with schools and community organizations.
- Works with the Director to maintain the children's collection.
- 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 Library Director.
- Coordinates with Multi-Media Assistant for publicity of youth services and programs.
- Plans and changes out Story Walk on a regular basis.

- Prepares support materials and statistics for the Youth Services department.
- Participates in professional organizations and workshops, and keeps informed of current trends and new techniques in youth services.
- Answers reference questions in person, online, or by telephone and helps patrons locate library materials.
- Instructs patrons in the use of basic reference tools, both print and electronic.
- Ability to work weekend and evening hours.
- 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, shipments, and reports; shelving, shelf reading, etc.
- Assists patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Speaks to interested groups; promotes library services.
- 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 train and supervise others.
- Demonstrated familiarity with Young Adult and Children's literature.
- Demonstrated ability to work and interact with children and teens.
- Familiarity with MS Office and Google products.
- Keyboarding/windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job related equipment.

### **Interaction–**

- Interaction with staff, patrons, agencies and vendors.

### **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, TLC ILS, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Intranet (StaffCentral), Internet ([www.jacksoncitylibrary.org](http://www.jacksoncitylibrary.org)), and other library-related software applications. Social Media Platforms.

### **Supervisory/Management Responsibility–**

- None.

### **Travel Requirements–**

- Frequency of travel: Occasional.

### **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).
- Able to work in areas with odors, including cleaners & disinfectants, and in areas that may contain dust, or other possible allergens.

### **Work Environment–**

- Majority of the work is performed in a general office/library environment.
- Requires availability for extended or nontraditional hours as needed to perform job duties.
- Requires periodic participation and attendance at related library events and training.

### **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.

**Signatures–**

This job description has been approved by all levels of administration.

Director:\_\_\_\_\_

Board Secretary:\_\_\_\_\_

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of this position.

Employee:\_\_\_\_\_

Date:\_\_\_\_\_