



Job Description –Youth Services Programming Assistant

Under the direction of the Associate Librarian for Youth Services and the Children’s Librarian, this position will assist in providing services and programs to youth from birth to age 18.

Duties:

- Assists with the development and implementation of innovative programming for children, teens, and families, including storytimes and school visits
- Adopts a community engagement mindset to develop and maintain effective relationships with schools and community organizations that serve children
- Assists patrons in the location and use of library materials and equipment, and provides reader’s advisory services to children, teens, parents and adults who work with children
- Opens and closes department according to department procedures and library schedule
- Participates in all aspects of circulation, using the ILS to circulate items and register patrons, inspecting items for damage, following “lost and damaged” materials procedures, and periodically checking the book return
- Sorts and shelves returned items, straightens shelves, and shelf-reads as needed
- Runs holds request list, retrieves items and routes to appropriate locations
- Assists with collection maintenance, changing item status/location, searching for missing materials, deleting items as instructed, and processing print materials
- Answers department phone, routes calls, and responds to messages
- Maintains the physical appearance of library by picking up library materials left on counters, tables, floors, and chairs
- Restocks supplies and informational materials in department as necessary
- Other duties as assigned

Education and skills:

This position requires a minimum of a High School diploma. Basic clerical skills, computer proficiency, and a passion for working with youth is required. Successful candidates must possess excellent customer service skills and the ability to work courteously and tactfully at a busy youth services circulation desk. Flexibility, creativity and an interest in children’s literature is also desired. Candidates should be energetic and attentive to detail, with an ability to multitask and lift up to forty pounds. Previous experience with planning and executing arts, sciences and/or early literacy programs is preferred.

Hours:

40 hours per week, full-time, non-exempt position with a generous benefits package, including medical, dental, and paid time off. Includes daytime, evening, and weekend shifts.

November 2023