

YOUTH SERVICES ASSISTANT

POSITION DESCRIPTION

Responsibilities: Plans and conducts the children's programs and services of the library under the supervision of the library director.

Duties:

1. Plans and conducts preschool story hour on a weekly basis.
2. Plans and conducts a summer reading program for children ages preschool through teens.
3. Plans and conducts a book discussion group for interested children.
4. Communicates with home schoolers, teachers, students, parents and community members to help improve library services.
5. Provides attractive displays and settings to encourage reading.
6. Plans and conducts occasional special programs after school or around holidays.
7. Hires special performers in conjunction with the summer reading program.
8. Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory.
9. Plans for and orders craft supplies and any other items needed for children's programming.
10. Organizes and gives tours of the library and its services to school groups, etc.
11. Composes and prepares public relations materials such as news releases, flyers, brochures, etc. clearing them with the library director before they are printed or put out for the public.
12. Assists in book selection of children's materials (books and av), and inventory and weeding of children's collection.
13. Reads and responds to correspondence and email pertaining to youth services.
14. Compiles statistics on attendance of all children's programs throughout the year for the annual report and statistics on the summer reading program.
15. Works at the Circulation Desk as needed. Checks library material in and out. Shelves library material. Performs related duties as required.
16. Deals tactfully and courteously with the public. Upholds all confidentiality rights of patrons and patron records as stated in Michigan statutes.
17. Upholds established library policies and procedures.
18. Works closely with library director in planning programs and maintains an effective working relationship with fellow staff members. Has a cooperative team spirit.
19. Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.

Knowledge and Abilities:

1. Working knowledge of library methods and procedures.
2. Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, fingerplays, action rhymes, etc.
3. Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out.

4. Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone.
5. Knowledge in using MelCat (the library catalog), the internet, and other computer software as related to youth services.

Physical Demands:

1. Sitting, kneeling, standing, walking, climbing stairs and stooping.
2. Talking and hearing; using the telephone.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Lifting and carrying up to 50 pounds.
5. Handling, processing, reading, and shelving books.
6. Typing, writing, and filing.
7. Pushing and pulling objects weighing 60-80 pounds on a book cart.
8. Mobility: travel to meetings and programs outside the library.

Mental Requirements:

1. Communication skills; both written and oral
2. Reading ability; effectively read and understand information in written form, as well as ability to read to children aloud.
3. Ability to comprehend and follow instructions.
4. Mathematical ability; calculate fines and copier money and make change.
5. Time management skills; set priorities and meet assigned deadlines.

Equipment Used:

Personal computer, laptop, printer, scanner, copy machine, fax machine, calculator, audiovisual equipment.

Education and Experience:

1. High school diploma or GED required.
2. Keyboarding and computer experience.
3. Previous library work experience preferred but not necessary.
4. Previous experience working with children in some capacity, at school or preschool is highly desired.

Salary:

Hourly wages are determined by library director in depending on qualifications

***CONTACT KIM, LIBRARY DIRECTOR, FOR AN APPLICATION.
APPLICATIONS WILL BE TAKEN UNTIL THE POSITION IS FILLED.***