

REDDICK PUBLIC LIBRARY DISTRICT

JOB DESCRIPTION

TITLE: Youth Services Assistant

SALARY REVIEW: Annually

CLASSIFICATION: Part-time, Non-Exempt

REPORTS TO: Youth Services Librarian

DUTIES:

- Assists in the development and implementation of youth services and programming, including story times, afterschool programs, summer reading program, and special events.
- Plans and/or presents programs for youth at outreach locations.
- Provides basic level of reference and reader's advisory service to youth. Refers questions to appropriate staff for further assistance.
- Assists patrons with basic information regarding use of library materials, equipment, and services.
- Instructs and assists patrons with use of electronic resources, including the OPAC.
- Develops book lists and displays as assigned.
- Attends meetings, seminars, and professional workshops related to youth services as assigned.
- Recommends materials for the youth collection.
- Submits monthly statistical information to Youth Services Librarian.
- Establishes and maintains effective work relationships with co-workers and the general public.
- Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

QUALIFICATIONS:

- Minimum associate's degree, preferably in education or a related field, or equivalent combination of certification/s, specialized training, and work experience. Previous public library experience preferred.
- Ability to translate the needs and interests of youth patrons and families into effective library services and programs.
- Ability to work independently to organize and/or deliver programs and services for youth.
- Ability to independently use a computer and office software as well as other office equipment.
- Ability to exercise tact, patience, and good judgment in dealing with the public.
- Ability to relate to co-workers in a positive and responsive manner.
- Ability to communicate effectively in English, both orally and in writing. Ability to communicate in Spanish desirable.
- Ability to work as schedule requires, including weekends.
- Must have valid driver's license and access to a vehicle.