

**Position Title:** Library Assistant: Youth Services Scottville

**Category:** Part Time, Non-exempt

**Reports to:** Scottville Branch Manager and Head of Youth Services

**Department:** Youth Services

**Salary Range:** \$19.40 to \$22.40 per hour

**Requirements for All Employees:**

- Service philosophy.
- Accurate in details.
- Ability to work with variety, change, and interruptions.
- Ability to communicate clearly.
- Ability to work effectively with patrons, co-workers, supervisors and others without bias.
- Ability to follow library policy and procedures.
- Ability to work independently.
- Shares the Library's Values, and adheres to general library philosophy, including the ALA *Library Bill of Rights*.

**Description:** The Youth Services Library Assistant will work closely with the Head of Youth Services to facilitate services to children, tweens, and teens at the Scottville branch. The Youth Services Library Assistant will have a high level of responsibility, minimal supervision, and the latitude to exercise judgement and decision-making in the Children and Teen areas. They will maintain confidentiality of all computer records and use discretion with all library matters involving patrons and staff. This will require a minimum of 26 hours per week, some nights and weekends, and will primarily work at the J desk.

**Goals:** Create and maintain a safe and vibrant youth, tween, and teen space. Manage a current and inclusive collection.

**Requirements for this Position:**

- Ability to communicate clearly and effectively with adults and children.
- Ability to establish and maintain effective working relationships with staff and public to achieve specific goals and objectives.
- Ability to work independently and productively.
- Ability to develop and effectively use reference skills and practices.
- Ability to use Library software and technology.

- Ability to travel between library sites when needed.

**Education/Experience Requirements:**

- Associate's degree required, Bachelor's degree preferred.
- Advanced computer skills, including experience with library specific apps and resources.

**Key Functions of this Position:**

- Staffs the Scottville Children's desk and oversees the Children's area, including circulation duties, interactions with parents and children, reference questions, and reader's advisory.
- Acting as Manager on Duty, including directing circ clerks and pages, in accordance with personnel policy.
- Works with Head of Youth Services to plan and oversee programming in Children's area, including Summer Reading program and supporting activities, weekly preschool reading time, 123 Rhyme with Me, and other children's programming as needed.
- Participates in selection, ordering, processing, weeding, reporting, auditing, and inventory of youth collection, tween collection. Reads reviews, orders materials, and meets with vendors as needed.
- Participates, plans, and prepares for Summer Lunch Program (Gather2Grow).

**Work Environment:**

- Frequent sitting, some walking.
- Moving books, shelving, pushing book carts, reaching high or low shelves.
- Using office equipment, computers, and photocopier.