



C.A. Friday Memorial Library Job Description

Position Title: Youth Services Assistant	Department: Library – Youth Services
Reports To: Youth Services Librarian	FLSA Code: Non-exempt

Position Summary: The position of Youth Services Assistant is responsible for assisting the Youth Services Librarian with the daily operations of the Youth Services Department. They will assist children, teens, families and caregivers in the use of library services, facilities and equipment. Additional responsibilities may include promoting library services, curating library collection, planning and presenting programs and performing clerical and administrative work as assigned.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Provide an outstanding customer experience to people of all ages and backgrounds.
➤ Provides reader's advisory services. Answers reference and information questions regarding children's and young adult materials and services. Assists customers in locating, selecting, and using materials and equipment, including electronic services.
➤ Responsible for department in absence of the Youth Services Librarian.
➤ With direction, creates promotional displays, bulletin boards, and bibliographies.
➤ Plan and provide ongoing programming for infants, toddlers, preschoolers, school age children, teens and their families and caregivers.
➤ Participate in outreach at community events, daycares, preschools and schools.
➤ Under guidance of the supervisor, select and evaluate youth materials.
➤ Contribute to Library marketing materials, promote collections, services, and events.
➤ Maintain familiarity with children's and young adult literature. Read professional literature & listservs to stay current on trends related to youth services.
➤ Knows and effectively interprets library policies and expectations.

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Compile statistics for reports.
➤ Staff public service desk as requested.
➤ Serves on library/city committees as requested.
➤ Perform other duties as assigned.

The City of New Richmond and Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities.

Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Thorough knowledge of the principles and practices of public libraries; advanced knowledge of youth services. Knowledge of current trends and developments in the library profession and in youth services.

Skills/Abilities: Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community. Ability to meet deadlines. Flexibility, adaptability and problem-solving skills. A willingness to embrace and drive change and growth. Ability and initiative to work independently with minimal direction. Ability to develop and implement programs and services to children. Excellent interpersonal, writing, and communication skills. Strong command of the English language. Strong organizational skills with the ability to prioritize tasks and work independently. Strong skills in early literacy programs, services, and outreach. Innovative and creative in programming and services. Able to take vision and create real life implementation. Basic technology and computer skills including but not limited to internet use, social media, desktop publishing software and library catalog.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: Library customers, library staff, City of New Richmond staff, partner and stakeholder groups, Friends of the Library, and the Library Board.

Education and Experience: Minimum requirement of completion of an Associate's degree in a related field plus one (1) year library experience with a focus on youth and families; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills, and abilities listed above.

Physical Requirements: This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body, reaching, talking, hearing and the ability to adjust vision as needed. Occasional sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Some pushing of up to 75-100 pounds, kneeling and crawling.

Working Conditions: Work is performed indoors, and includes consistent customer contact. The incumbent will work independently and as a part of a team. Work schedule is variable and includes daytime, evening and weekend hours. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust. May work outside on an occasional basis.

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

Employee Signature: _____

Date: _____