

Pulaski County Library System

Job Title: Youth Services Assistant

Department: Public Services: Youth Services

Reports To: Youth Services Librarian/Library Director

Supervision Exercised: May supervise volunteers

Supervision Received: Receives minimal instruction/supervision in regard to daily work duties after initial training and orientation. Works closely with and is responsible to the Youth Services Librarian.

Classification (FLSA): Non-exempt: Part-Time, 25 hours/week

Job Summary: Duties include the provision of library services to preschoolers, school-aged children, and young adults (teens); for example, preschool story times, programs and activities for the youth, and the Summer Reading Program. This position will work closely with the Youth Services Librarian, assisting her in providing services to the youth of the community. It will also include some library circulation duties. Some evening and Saturday work may be required; out of town and overnight trips for training may be required. Performs other duties as assigned.

Job Requirements: The Youth Services Assistant must possess at minimum a high school diploma; college experience is preferred with library experience or work experience with children, parents, schools and daycare centers as well as knowledge of children's literature. Possess good oral and written communication skills and the ability to understand and follow oral and written instructions as well as basic math and computer skills. Must have a valid Virginia driver's license, a good driving record and be able to drive in the course of library business. Must be able to pass a drug test and background check.

Physical Requirements: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses and skill with office equipment.

Job Duties and Performance Standards

- 1. Programming:** Plan and implement programs
 - Plan and implement preschool story times
 - Serve as a model and resource to teachers, care providers, and parents in how to read and what to read to preschoolers
 - Plan and/or implement programs for children and young adults (teens)
 - Maintain accurate records of program participation
 - Assist Youth Service Librarian with Summer and Winter Reading Programs and in any other way when needed
- 2. Collection:** Assist the Youth Services Librarian with collection management.

- Read shelves as assigned, help with inventory and assist in maintaining the collection
3. **Facilities:** Assist in keeping the library organized and attractive.
 - Assist in maintaining the Children’s and Teen’s areas of the libraries to keep them neat and well-maintained at all times
 4. **Equipment:** Assist in monitoring and maintaining computers in public areas.
 - 5 **Public Service:** Provide assistance to patrons in the use of print, non-print and electronic library materials and the retrieval of information needed.
 - 6 **Circulation:** Perform all of the functions of circulation.
 - Provide service at the circulation desk as needed including: check materials in and out; greet and direct patrons to various locations or locate materials; answer the phone; register new patrons; utilize and instruct the public in the use of the library catalog, the Internet, library databases, and reference material in response to patron requests for information; receive and resolve complaints or refer the public to supervisor or the director; collect and record fines and fees; assist with special projects.
 - 7 **Public Relations:** Assist in the promotion and publicity of library programs and services.
 - 8 **Professionalism and Confidentiality:** Adhere to all library policies and procedures.
 - Maintain confidentiality with all patron and staff transactions and activities
 - 9 **Training and Job Development:** Responsible for building knowledge of library skills and resources and stay updated on current policies and procedures.

I have read, understand, and accept the duties, standards, and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee signature: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The Pulaski County Library System reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

Approved: February 28, 2017