

# Position Description

# Youth Services Assistant

**POSITION/TITLE:** Youth Services Assistant

**DEPARTMENT:** Youth Services

**REPORTS TO:** Youth Services Coordinator

**STARTING WAGE:**

\$11—\$13/hour,  
commensurate with  
experience and qualifications

**EMPLOYMENT CATEGORY:**

Part-Time

**WORK HOURS:**

25—30 hours/week

**POSITION SUMMARY:**

- Works under the direction of the Youth Services Coordinator
- Plans, prepares and implements all programs and special projects for children birth through elementary
- Assists in the implementation of programs for teens and middle-schoolers.
- Works with other departments to help plan and implement library events.

**MINIMUM QUALIFICATIONS:**

- Education-High School graduate required, 2 years college in a related field preferred
- Excellent public relations skills in interacting with library patrons, particularly children through teen attendees and parents
- Proficient in/or ability to learn marketing software and use of AV equipment
- Ability to communicate and work effectively and courteously with all library staff
- Ability to work independently, exercise initiative and judgment in supervising youth
- Ability to take direction and follow through with assignments given
- Ability to set up program equipment and furnishings

**RESPONSIBILITIES AND PERFORMANCE STANDARDS:**

- Assists the Youth Services Coordinator; substitutes for Youth Services Coordinator when appropriate
- Implements story times and programs for children of all ages under the supervision/direction of the Youth Services Coordinator, as needed.
- Assists with planning and preparation for all Youth Services programs and special projects, as needed
- Assists with maintenance of areas and purchasing of children's and young adult collections as needed, including creating and maintaining displays.
- Learns aspects of Sierra software as relates to Youth Services
- Learns and implements Evance software to maintain events calendar for Youth Services programming
- Produces and distributes online and print marketing under the supervision of the YS & PR Coordinators
- Other tasks may be assigned as needed by the Youth Services Coordinator and/or the Library Director
- Attends regular full-staff meetings, and other professional meetings as appropriate