



**C.A. Friday Memorial Library  
Job Description**

<b>Position Title:</b> Youth Services Assistant	<b>Department:</b> Library – Youth Services
<b>Reports To:</b> Youth Services Coordinator	<b>FLSA Code:</b> Non-exempt

**Position Summary:** The position of Youth Services Assistant is responsible for planning and presenting programs for children and families, and assisting library customers in the use of library services, facilities and equipment. Additional responsibilities include promoting library services, curating library collection and performing clerical and administrative work as assigned.

<b>Essential Functions:</b> 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 by staffing the library’s public service desk. Recommend library materials to customers and refer them to various services, collections, and areas of the library.
➤ Responsible for department in absence of the Youth Services Supervisor.
➤ 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.
➤ Assist customers in the use of library equipment, electronic resources and online card catalog. Answer questions related to library policies and procedures.
➤ Maintain familiarity with children’s and young adult literature. Read professional literature & listservs to stay current on trends related to youth services.

<b>Other Responsibilities:</b> 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:** Strong command of the English language including spelling, grammar, sentence construction, punctuation and reading comprehension. Knowledge of basic mathematics. Knowledge of how to locate, retrieve and file materials in various parts of a public library. Knowledge of personal computer operations, including internet use, social media and Microsoft Office. Knowledge of or ability to learn how to efficiently use desktop publishing software. Knowledge of library services, computers/technology and non-print material formats, knowledge of child development and trends in childrens/teen literature and services.

**Skills/Abilities:** Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community. Ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities. Ability and initiative to work independently with minimal direction. Sensitivity to customer privacy and intellectual freedom issues. Strong organizational skills.

**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 anticipate 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 of 2 years' experience working directly with groups of children ages 4-12 and their teachers. Experience selecting high interest, quality children's literature to share with children. Experience creating age-appropriate, book-based activities. A criminal background check will be completed on final candidates.

**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.