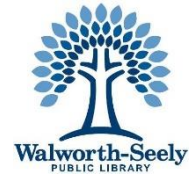


Walworth-Seely Public Library

Job Description for Youth Services Library Assistant



In addition to the Civil Service job description for Library Assistant, the Youth Services Assistant will have additional responsibilities and qualifications. These areas are directly related to the position and can be altered based on library needs.

General Statement of Duties:

The Walworth-Seely Public Library seeks a motivated and enthusiastic part-time Youth Services Assistant. We are looking for someone who is excited about children's literature and programming.

Under the supervision of the Library Director, the Youth Services Assistant is responsible for planning, promoting and implementing weekly & monthly programs as well as special events. The ideal candidate is someone dedicated to literacy and has a solid understanding of the needs and demands of the community we serve. The Youth Services Assistant is a highly visible and responsible position, and requires a person comfortable with creating and facilitating programs & events for children and teens. This position will also involve working at the circulation desk and promoting the library at community outreach events. All library staff should present the library as "a comfortable community space that encourages everyone to create, connect, and discover."

Essential Job Functions:

- Plan & facilitate programs and events on a weekly and monthly basis for children and teens
 - Weekly Story Time, infant/toddler program and Music & Movement program
 - Special/themed events
 - Take & Make craft kits for children
 - Summer Reading program and events
- Collaborate with other staff to create promotional materials for advertising programs/events in-house as well as in various forms of media, schools and businesses
- Create and foster community connections with local organizations, school districts and businesses, including working at outreach events
- Maintain statistical records of programs and attendance
- Provide reference services to patrons in person, over the phone, and online
- Assist Library Director with collection development by selecting and ordering materials for children and teens
- Assume the responsibilities of a library clerk when needed

Desired Attributes:

- Must be comfortable working with children, teens, and adults
- Knowledge of child development and parenting issues
- Knowledge of literacy needs of all ages
- Ability to establish good rapport with all ages in groups or individually
- Initiative, versatility, flexibility, adaptability
- Excellent customer service skills: approachable, tactful, and courteous
- Excellent communication skills, both verbal and written
- Attention to detail
- Ability to carry out assignments independently within prescribed responsibilities

- Ability to switch tasks quickly and effectively, adjust to changing situations
- Follow directions, perform tasks consistently, in accordance with policies/procedures
- Excellent computer skills: searching, email, use of Microsoft office suite and Google Drive
- Ability to do library research at a user level
- Working knowledge of various social media sites
- Knowledgeable of current and popular authors and their titles, youth and adult
- Ability to use and troubleshoot the hardware in the library, computers, printers, copier, e.g.
- Attends, participates, or presents at professional meetings and seminars
- Assists in building partnerships with organizations to support the mission of the Library, while promoting and facilitating literacy services.

Minimum Qualifications:

- A. Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

Preferred Qualifications:

- A. Previous library experience

Compensation and Benefits:

- Wayne County Civil Service Library Assistant Position
- Hours: 20-25 per week; some mornings and weekends required
- Starting at \$17.50 an hour
- Eligible for NYS Retirement
- Paid Time Off after one year of service
- Sick Time accrual will begin upon hire
- Membership in The Employee Assistance Program (EAP) for training and free resources