

BASALT REGIONAL LIBRARY

JOB DESCRIPTION

Job Title	Temporary Youth Services Associate	Salary/Wage	\$19 per hour
Reports To	Youth Services Manager	Status	Temporary Full-time, Hourly, Non-Exempt
Department	Youth Services	Hours	40 hours per week; may require evening and weekend hours From mid May through mid August 2023

General Description

The Youth Services Associate assists the Children's Librarian and the Teen Services Coordinator in all areas of responsibility within the library. This position assists with providing library services geared to elementary, middle and high school aged patrons. This position assists with planning, coordinating, implementing, and evaluating programs in Youth Services. This position staffs the public service desk as needed.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

- Assists with planning, coordinating, implementing, and evaluating library programs for children and teens
- Supervises activities in the children's and teen areas in the absence of the Children's Librarian and Teen Services Coordinator.
- Assists with special group activities, school outreach and collaboration, summer reading initiatives, craft programs, and presentations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Maintains an active presence in the children's and teen areas to help students with their information needs
- Enforces Library rules and regulations
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Excellent computer literacy skills, and the ability to become proficient with new and changing technology.
- Ability to establish and maintain good relationships with fellow staff members as well as with patrons, area residents and visitors.
- Ability to communicate especially well with school-aged children and teens, making them feel comfortable and welcome in the library.

- Ability to manage programs and projects independently
- Must possess excellent customer service skills and be a self-starter.
- Ability to learn library operating systems, office equipment, and other technologies.
- Ability to provide efficient and courteous patron service to a diverse patron population.
- Ability to handle patron complaints and to resolve difficult situations.
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties.

Education and Experience

- A High School diploma or GED equivalent is preferred
- A Bachelor's degree is preferred
- Minimum 1 year related experience is preferred
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education

Physical and Environmental Working Conditions

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.