

## BASALT REGIONAL LIBRARY

### JOB DESCRIPTION

<b>Job Title</b>	Youth Services Assistant	<b>Salary/Wage</b>	\$21 per hour
<b>Reports To</b>	Youth Services Manager	<b>Status</b>	Part Time, Hourly, Non-Exempt
<b>Department</b>	Youth Services	<b>Hours</b>	30 hours per week; may require evening and weekend hours

#### General Description

The Youth Services Assistant 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 provides reference and readers' advisory to patrons of all ages with a focus on children and teens. This position assists with collection management in the Youth Services department. This position assists with school outreach, and provides support to circulation staff. 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
- Provides reference and readers advisory services to patrons of all ages
- Assists with collection management in the Youth Services department by helping with inventory projects and weeding
- Assists with outreach programs and services
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Recommends changes to policies and procedures for improved library services, with emphasis on Youth Services
- Maintains awareness of trends in libraries and recommends new services and resources in support of the Youth Services department
- Participates in and represents the library in community relations activities
- Participates in local and regional professional activities
- Maintains an active presence in the children's and teen areas after school 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**

- Knowledge of Children's & Young Adult literature.
- Experience designing and implementing programs for school-aged children and teens.
- Excellent computer literacy skills, experience with "tech toys", and the ability to become proficient with new and changing technology.
- Knowledge of electronic methods and resources to evaluate information and resources
- 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
- Knowledge of statistical methods and data reporting
- Knowledge of electronic databases and reference resources
- Ability to maintain materials expenditures within budgeted amounts
- Ability to select materials for library collection
- 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 required
- A Bachelor's degree is preferred
- Minimum 1 year related experience is required
- 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.