

Wayland Free Library

Job Description: Youth Services Library Assistant

Position Description: The Youth Services Library Assistant plans and conducts the children's programs and services of the library under the supervision of the library director.

Primary Objectives

- Provides direct service to young patrons and their families
- Shares in the responsibility of maintaining an orderly collection of books and resources for children and young adults
- Helps Director develop publicity and programs for children and teens that encourage reading, independent study, exploration, research and use of the library

Major Areas of Responsibility

- Plans and conducts a minimum of one weekly preschool story hour.
- Plans and conducts Mother Goose on the Loose programs on a weekly basis that can be delivered in the library and off site.
- Collaborates with Director and colleagues to develop a summer reading program for children ages preschool through teens.
- Collaborates with Director and colleagues to develop multi-age Makerspace opportunities
- Communicates with homeschoolers, teachers, students, parents and community members to help improve library services.
- Develops attractive displays and settings to encourage reading.
- Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory.

Specific Responsibilities of the Job

- Assists in book selection of children's materials, and inventory and weeding of children's collection.
- Compiles statistics on attendance of all children's programs throughout the year for the annual report and statistics on the summer reading program.
- Works at the Circulation Desk as needed. Checks library material in and out. Shelves library material. Performs related duties as required.
- Deals tactfully and courteously with the public. Upholds all confidentiality rights of patrons and patron records.
- Upholds established library policies and procedures.
- Assist in resolving patron disputes in the absence of the Director
- Works closely with library director in planning programs and maintains an effective working relationship with fellow staff members. Has a cooperative team spirit.

- Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.
- Communicate regularly with the Director
- Other duties as requested by the Director

Required Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current library practices
- Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, fingerplays, action rhymes, etc.
- Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out.
- Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone.
- Knowledge of personal computers and related hardware, electronic mail, the Internet, office software, document imaging, etc.
- Ability to learn computer programs or software and use them effectively to perform duties
- Skill in organizing and prioritizing multiple responsibilities within an assigned framework
- Ability to handle high volumes of work
- Ability to work with patrons in a confidential, friendly and tactful manner
- Skill in checking information for accuracy and completeness and correcting errors
- Ability to excel as a productive and positive team member
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with other employees, supervisor, customers, and the public
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork

Education and Experience

- Degree or equivalent experience: High School Diploma or equivalent required, some secondary education in child development and/or literacy preferred
- Years of experience: At least 1 year of customer service experience required. At least 1 year of library experience preferred.
- Specialized training in: customer service, library service
- Certification: none

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- While performing the responsibilities of the job, the employee is required to talk and hear
- The employee is often required to sit and use their hands and fingers, to handle or feel.
- The employee is required to stand, walk, reach with arms and hands, occasionally climb or balance, and to occasionally stoop, kneel, crouch or crawl.
- Extended periods of repetitive hand work are required.
- Extended periods of sitting and using computers are common.
- Extended periods of standing may be required.
- Extended periods of walking may be required.
- Ability to lift up to 25 pounds.

Work Environment

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- The employee may occasionally be exposed to chemicals used in common cleaning products.
- The noise level in the work environment is usually quiet to moderate but may occasionally be loud.
- In general the majority of the work day will be in an office environment.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.