



Job Title: Youth Services Assistant

Department: Youth Services

Classification: Part-Time, Non-Exempt, Employee Classification C

Hours Per Week: 20-28 hours per week, Some Evenings and Weekends

Pay Range: \$15.00 - \$22.00 Per Hour

Reports to: Youth Services Manager

Job Summary

The Youth Services Assistant aids the Youth Services Manager with programming, marketing, collection maintenance and community engagement. Additionally, the Youth Services Assistant provides readers advisory, performs all basic circulation functions, assists patrons with library technology, and works as part of the library team to support the library's mission of meeting the informational, educational, and recreational needs of the community. This position requires energy, enthusiasm, strong attention to detail, a willingness to learn and demonstrate library-related technology skills, and the ability to communicate procedures and policies to patrons in a positive and professional manner.

Essential Functions & Responsibilities

- Provides excellent customer service, reference, and readers' advisory for patrons of all ages in person or via telephone, email, or any other form of electronic communication.
- Contributes to the planning and implementation of youth programming by developing program ideas, creating materials, helping with set-up and tear-down, and facilitating programs both as part of a team and independently.
- Plans and creates passive programs such as Take-It, Make-It kits and scavenger hunts.
- Maintains Kid's, Teen, and Maker Space area decorations and displays.
- Contributes to marketing, social media, and public relations efforts.
- Represents the library in a positive and professional manner both during onsite and offsite events, such as school visits
- Maintains youth collections through purchase suggestions, as well as deselection and shelf reading as directed by the Youth Services Manager.
- Performs basic circulation services, including but not limited to, checking out and checking in of materials, fee collection, and registering new patrons.
- Provides patrons with library-related technology support, including but not limited to downloading library apps and materials on personal electronic devices, searching the catalog, and printing from library computers.
- Attends scheduled meetings and trainings, as required.
- Participates in professional development, continuing education, and networking opportunities as appropriate to keep current on library trends, issues, and best practices.
- Understands, demonstrates, and can communicate all policies and procedures.
- Performs other duties as assigned.

Skills, Knowledge, and Competencies

- Ability to provide respectful customer service to all patrons in a timely, accurate, and confidential manner.
- Ability to develop and maintain respectful, collaborative relationships with library staff, patrons, community partners, and vendors.
- Ability to communicate clearly, effectively, and professionally in English both orally and in writing.
- Ability to independently plan, organize, and prioritize work assignments.
- Ability to complete detailed work accurately, efficiently, and on time with minimal supervision.
- Ability to read, analyze, and interpret data.
- Ability to discuss, integrate, and promote diversity, equity, inclusion, and accessibility in library services, resources, collections, and programs.
- Ability to adapt to changes in responsibilities, work environment, and social situations with a positive attitude, initiative, and creativity.
- Ability to effectively use and troubleshoot technologies to complete work, including the library's circulation system, library databases, Microsoft applications, Google Suite applications, and online tools.

Education and Experience Requirements

- High School Diploma/ G.E.D. required; preference given to associates degree or Library Technician Assistant Certificate.
- Library experience and/or experience working with children and/or teens.

Physical Requirements

| | Constantly (2/3 or more of the time) | Frequently (1/3 – 2/3 of the time) | Occasionally (1/3 or less of the time) |
|--|--|--|--|
| Focus and maintain professionalism in an environment with moderate noise and frequent interruptions. | | <input checked="" type="checkbox"/> | |
| Remain in a stationary position. | <input checked="" type="checkbox"/> | | |
| Move around the workspace. | | <input checked="" type="checkbox"/> | |
| Position self to access items on a low shelf, in a low drawer, or on the floor. | | | <input checked="" type="checkbox"/> |

| | | | |
|---|-------------------------------------|--|-------------------------------------|
| Move items overhead (up to 75" high) | | | <input checked="" type="checkbox"/> |
| Move boxes, carts, tables, etc. across the workspace (up to 35 pounds). | | | <input checked="" type="checkbox"/> |
| Operate a computer and other office productivity machinery such as a copy machine, printer, 3D printer, etc. | <input checked="" type="checkbox"/> | | |
| Observe and recognize details at close range (within a few feet of the observer). | <input checked="" type="checkbox"/> | | |
| Communicate information clearly and accurately so others will understand in person, on the phone, virtually, or in writing with individuals and groups. | <input checked="" type="checkbox"/> | | |
| Travel to local or regional off-site locations. | | | <input checked="" type="checkbox"/> |
| Perform duties in a climate-controlled, indoor setting. | <input checked="" type="checkbox"/> | | |
| Perform duties in an outdoor setting. | | | <input checked="" type="checkbox"/> |

Benefits

- Paid Leave and Holiday Pay
- Participation in the Illinois Municipal Retirement Fund (IMRF)
- Flexible Schedule

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position. The Brimfield Public Library District retains the right to change or assign other duties to this position at any time.