

BASALT REGIONAL LIBRARY – JOB DESCRIPTION

JOB TITLE: Youth Services Associate

SALARY/WAGE: \$21 per hour

REPORTS TO: Youth Services Manager

STATUS: Full Time, Hourly, Non-Exempt

DEPARTMENT: Youth Services

HOURS: 40 hours per week, including evening and weekend hours

GENERAL JOB DESCRIPTION

The Youth Services Associate supports the Children's Librarian and Teen Librarian in delivering quality library services to elementary, middle, and high school patrons. This position focuses on providing general support for the Youth Services department, including assisting with reference and readers' advisory services, collection management tasks, display creation, and supervision of youth areas. The Youth Services Associate also plays a role in school outreach, helps maintain a welcoming and safe environment for young patrons, and provides backup support to circulation staff and the public service desk as needed.

All library staff are expected to deliver excellent customer service and work collaboratively as part of the team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Actively engages patrons in conversation, programs, and services
- Assists with planning, coordinating, implementing, and evaluating library programs for children and teens
- 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
- Creates and maintains engaging displays to promote library materials and services
- Assists with outreach programs and services
- Maintains an active presence in the children's and teen areas after school to help students with their information needs
- Works to maintain a fun, safe, and positive environment that encourages intellectual curiosity and a love of reading
- Recommends changes to policies and procedures for improved library services, with emphasis on those that affect the Youth Services department
- Maintains awareness of trends in libraries and recommends new services and resources in support of the Youth Services department

- Participates in local and regional professional activities
- 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 of 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

X

Employee Signature

X

Date