



Youth Services Library Aide

Part-time, 19 hours per week, starting at \$10 per hour

Hours: Tuesday-Thursday 2-6 p.m.

Friday: 1-5 p.m.

Saturday: 10 a.m. - 1 p.m.

Supervision:

- Reports to Youth Services Librarian.

Job Objective:

- Responsibilities range from routine clerical and customer-service activities to program implementation requiring creativity and strong organizational skills.

Essential Functions and Responsibilities:

- In the absence of the Youth Services Librarian, supervises volunteers working in the Youth Services Library.
- Assists the Youth Services Librarian, as assigned.
- Assists with Literacy instruction for various school classes.
- Assists in the development and implementation of youth reading, craft, and story time programs, Summer Reading Program, and other events, conducting programs as determined by the Youth Services Librarian or in the absence of the Youth Services Librarian.
- Responds to public inquiries, including reference and reader's advisory questions, in a courteous manner; provides assistance to patrons in using Polaris, the library's automated cataloging system; provides information within the scope of their individual knowledge, and refers to Youth Services Librarian as appropriate.
- Assists in designing and making bulletin boards and other library displays.
- Assists with collection responsibilities, as assigned, such as the selection and de-selection of collection materials.
- Assists with daily clerical duties.
- Assists in maintaining a neat, presentable, and professional library atmosphere.
- Assists with daily and weekly cleaning.
- Shelves youth library books and materials quickly and accurately.
- Enforces Library rules.
- Assists in monitoring Library security, safety, and health conditions.
- Maintains an ethical and respectful attitude regarding patrons and staff.

Qualifications:

- Possesses any combination of experience and education that would likely produce the required knowledge and abilities.
- Artistic ability in creating public displays.
- Knowledge of appropriate techniques in working with youth of different ages and their parents during story times, crafts, and other programs.
- Ability to communicate effectively, patiently, and courteously with library employees, supervisor, patrons, and other community members.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
- Ability to accomplish given tasks in a time effective manner.
- General knowledge of computers, office equipment, and various craft tools.
- General knowledge of the Dewey Decimal Classification System and the Library of Congress subject headings.
- Willingness to provide professional quality work at all times.
- Ability to work without supervision and is a self-starter.

(Updated 7/2016)