

POSITION DESCRIPTION

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| Position Title: YOUTH SERVICES ASSOCIATE | |
| FLSA Status: Non-Exempt: • Exempt: | |
| Reports to: Youth Services Librarian | Pay Range: |
| Department: Youth Services | Last Revision: 10/12/2021 |
| Positions Supervised: | |

PURPOSE

Under direction, the Youth Services Associate assists patrons in identifying and locating appropriate materials using electronic, print and other resources; trains patrons in the use of resources; assists the Youth Services Librarian in with collection development and prepares and conducts programs designed to encourage library use.

ESSENTIAL POSITION FUNCTIONS

- 1 Assists in developing, implementing, conducting, and evaluating a variety of innovative programs for children of all ages, young adults, and parents.
- 2
- 3 Assists in maintaining order and appearance of children and young adult spaces and collections.
- 4 Provides reference and readers' advisory and instructs and encourages children, young adults, parents, caregivers, and teachers in literacy skills, information gathering, research skills, digital literacy skills, and the use of library facilities and materials.
- 5 Adopts a community mindset to assist and maintains effective relationships with and provides library services and outreach visits to schools, daycares, community groups, agencies, and non-profit organizations.
- 6 Organizes and conducts library tours, resource demonstrations, and school visits.
- 7 Assists in promoting library use, and helps create lifelong library users.
- 8 Compiles data for reports.
- 9 Serves as an advocate of the library, aids in the execution of the library's guiding statements, represents the library to the community, and participates in publicity, community relations, and special events.
- 10 Provides desk coverage, as needed.
- 11 Serves as librarian-in-charge, as assigned.
- 12 Performs additional duties as assigned.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- 1 Bachelor's degree
- 2 A minimum of one (1) year of customer service experience

Knowledge, Skills, Abilities and Personal Characteristics

- 1 Knowledge of developmental, educational, and recreational needs of children and young adults.
- 2 Knowledge of literature, materials, and library services related to children and young adults.
- 3 Ability to communicate effectively with others orally and in writing, including through email.
- 4 Provides outstanding customer service. Ability to tactfully and courteously interact with the public.
- 5 Demonstrates a positive attitude, self-motivation, and supports library goals and objectives.
- 6 Maintains current knowledge of and the ability to adhere and uphold organizational policies, procedures, guidelines, and operations.
- 7 Participates in continuing education and skill development. Attends training, workshops, conferences, and other continuing education related to youth services as assigned by library administration.
- 8 Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- 9 Ability to work accurately with attention to detail.
- 10 Superior working knowledge of traditional and electronic resources including web sites and databases; excellent online searching skills.

11 Ability to deliver programs and speak before groups.

Certifications, Licenses, Registrations

None

PREFERRED QUALIFICATIONS

- 1 Library experience; including programming experience
- 2 A minimum of two (2) years of customer service experience.
- 3 Supervisory experience.

PHYSICAL DEMANDS

Ability to sit and use computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to fifty (50) pounds, daily

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated reaching, bending, climbing and squatting, daily

Travel by automobile is required frequently

WORKING CONDITIONS

Majority of work performed in general office/library environment

Requires availability for extended hours as needed

Requires evenings and/or weekends

Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of South Georgia Regional Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this position description.

Employee

Date