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## Job Description

Job Title: Youth Services Assistant

Position Hours: Part-Time

Reports To: Youth Services Librarian

## Summary

The Youth Services Assistant is responsible for assisting the Youth Services Librarian with the daily operations of the Youth Services Department. This person assists the Youth Services Librarian in developing and implementing programs and events for children, teens, and families.

## Job Duties

### Youth Services:

- Assists in processing all children's and teen print materials.
- Assists in the development and implementation of children's, teens, and family programs and special events.
- Ensures open spaces in the Youth Services Department are well organized.
- Straightens shelves in Youth Services Department, rotating books on display.
- Assists patrons in the Youth Services Department under supervision of the Youth Services Librarian.
- Performs Circulation or Reference Desk functions when requested.
- Assists in shelving materials, weeding projects, and shifting the collection.
- Decorates the Youth Services Department.
- Assists in the development and implementation of the summer reading program.
- Assists with the planning, preparation, and production of weekly story times.
- Assists with the planning, preparation, and production of all other Youth Services programming as assigned by the Youth Services Librarian.
- Displays professional conduct and appearance at all times while performing duties.

### Library Operations:

- Answers questions and assist patrons in the library, as requested.
- Assists users with copier, microfilm reader/printer, computer, etc.
- Answers telephone and provides information and/or makes referrals.
- Opens and closes library, as needed.

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- Completes other miscellaneous duties as requested.
  - Serves on library teams as requested by the Director or Youth Services Librarian.
  - Performs special projects and other job-related tasks that may be assigned by the Director or Youth Services Librarian.

### **Minimum Requirements:**

- Paraprofessional Certificate (within 5 years)
- Ability to work well with children
- Ability to work well with other staff members
- Effective verbal and written communication skills
- Knowledge and an enthusiasm for children's and teen books and materials
- Ability to plan, organize, and coordinate work
- Filing and typing skills
- Ability to operate office equipment
- Ability to work with public
- Computer skills
- Flexibility in work schedule, including some evenings and weekends.

### **Physical Effort and Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Employee will average 3-5 hours per day of walking or standing. The employee will climb on step stools to reach top shelves and will need to have visual acuity sufficient to identify materials up to 90"

### **Noncontractual**

Nothing in this position description should be construed as an employment contract. The Hopkinsville-Christian County Public Library reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.