

**Position Title:** Youth Services Assistant

**Department:** Youth Services

**General Description:**

These positions report directly to the Youth Services Department Head and serve the Youth and Young Adult Divisions of our library. Responsibilities include but are not limited to: Reference/reader's advisory, planning and presenting storytimes, preparing booklists, representing our library at schools and organizations, and other duties as assigned.

**Responsibilities:**

- 1.) Provides reference and readers' advisory for children and their caregivers
  - fulfills patrons' informational needs by utilizing the library's print and non-print collection and initiating interlibrary loan requests
  - provides instruction for patrons in the use of the online catalog, Internet, word processor, games, and other applications found on the computers
  - creates and updates booklists
  - assists children with homework assignments
  - gathers materials requested by teachers for use in classroom activities
  - maintains a working knowledge of children's literature and its trends
- 2.) Prepares, presents, and assists with programming for children from preschool through fifth grade
  - plans and performs children's programs including, but not limited to, Family Storytimes, Crafts, After School Club, and Storytime Parties
  - assists with program registration and reminder phone calls
- 3.) Provides direct assistance to the department head when needed
  - helps with specific projects as assigned by the department head including, but not limited to labeling books, weeding, checking circulation statistics, locating missing books, and updating accelerated reader lists
  - checks in new materials and provides suggestions on future purchases
- 4.) Promotes the youth services department in and outside of the library
  - visits schools to publicize summer reading or for special events
  - conducts library tours for schools, scout troops, and other groups
  - decorates the department for summer and as needed
  - creates displays and bulletin boards
- 5.) Participates in appropriate continuing education offerings and staff meetings
- 6.) Maintains library policy and procedure, particularly discipline and order within the Youth Services Department

**Hours for YSA Position A: Mon./Tue. 9 a.m.- 3 p.m., Wed. 3-9 p.m.,  
Alt F/S, Closed on Sunday**

**Hours for YSA Position B: Mon. 3-9 p.m., Wed. 9 a.m.- 3 p.m., Thu. 3-9 p.m.,  
Alt F/S, Closed on Sunday**