**Position Title: Youth Services Assistant**

**Position Status: Part-time. Hourly. Non-exempt.**

**Wage and Benefits: $15.40 - $15.85/hour. No Benefits.**

**Hours: 15 hours a week. Daytime, one evening a week, rotating weekends (typically one weekend a month)**

**Appointing Authority: Library Director**

**Supervisor: Head of Youth Services Librarian**

**Probation Period: 60 days**

**GENERAL PURPOSE**

Assist the Head of Youth Services Librarian in the provision of library services to the Cedarburg community, and all library patrons, and uphold the Cedarburg Public Library mission as set by the Library Board of Trustees. Focus is on providing service and programming to children, youth, and their caregivers. Special focus on elementary school age children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **Patron Service**
2. Contribute to a positive, helpful, friendly, inviting environment for library users and maintain a level of excellent patron service. Act as a team player and maintain positive interpersonal relationships with co-workers.
3. Inspire young readers to be excited about books and reading and create lifelong learners. Be knowledgeable about Children’s authors, books, and popular series and be able to recommend books based on a child’s interest and reading ability.
4. Staff the youth information desk and provide reference service as directed by the Head of Youth Services Librarian. Interact with library patrons in person and over the phone using positive customer service skills. Use reference interview techniques to locate, evaluate, and select appropriate information resources in various formats. Offer interlibrary loan and follow up with patrons to be sure they find what they need when appropriate. Staff Adult Information desk on some occasion.
5. Instruct and assist patrons on MonarchCat and interpret the Monarch Library System shared network to them. Instruct patrons on library databases and electronic resources.
6. Monitor the public computer area and assist patrons with basic computer questions.
7. Create programming for school age children that includes STEM and STEAM concepts and utilize the resources in the department’s Tinker Lab to create programs for children.
8. Follow library and department policies and procedures and interpret to patrons as needed.
9. Assist with programming, displays, and the creation of library brochures.
10. Assistance with Summer Reading Program is expected.
11. Maintain confidentiality of library patron information.
12. **Professional Activity**
13. Has a commitment to continuous learning to improve skills and maintain professional knowledge in the fields of library service to children and childhood education. Attend local training sessions and other opportunities as they arise. Stay current with trends in information technology and its application to youth service.
14. Maintain a professional demeanor along with excellent communication skills and contribute to the overall well being of the workplace.
15. Upholds the American Library Association Bill of Rights that libraries are forums for information and ideas from all points of view.

**PERIPHERAL DUTIES**

1. May assist with opening/closing procedures.
2. May be assigned projects to be done during desk hours in the areas of reader’s advisory, collection development, processing, or database maintenance.
3. Attend and participate in staff meetings when required.
4. Perform other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

1. Education: Some college course work in the field of early education and/or library science preferred.
2. Experience working with the public, including children, in a customer service position.
3. Knowledge/Skills/Abilities
* Some knowledge of current library principles, materials, practices, and patron service.
* Considerable knowledge of children’s authors, books, and genres for reader’s advisory.
* Working knowledge of computer applications for library services, internet searching skills and ability to discern reliable website information.
* Excellent communication skills and ability to effectively interpret patron needs and multi-task with ease.
* Ability to operate all items listed under Tools and Equipment.

## TOOLS AND EQUIPMENT USED

Automated shared resource system, MonarchCat, networked personal computer and peripherals, MS Office and other job-related software, printers, copy machine, fax machine, scanner, telephone, calculator, paper cutter, laminator, elevator and carts.

## PHYSICAL DEMANDS

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.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds and push/pull carts on wheels weighing 300-400 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hours may be adjusted to fit the needs of the organization.

**The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

# Employee: Date:

# Library Director: Date: