

Rampart Library District Youth Services Assistant

Job Description Summary:

The Youth Services Assistant is responsible for assisting the Youth Services Manager with the daily operations of the Youth Services Department. This person assists the Youth Services Manager in developing and implementing programs and events for children, teens and families. The youth services assistant shelves, keeps the shelves in order, helps with displays, provides readers' advisory and patron assistance and occasional computer troubleshooting. He/she will create and implement storytimes and teen programming. The Youth Services Assistant assists patrons, visitors, volunteers and co-workers in a courteous, friendly, and helpful manner, adhering to the library's stated procedures and policies.

SPECIAL QUALIFICATIONS: Must be able to work full time; Tuesday thru Saturday, at both Woodland Park and Florissant locations, with occasional outreach throughout the year.

MINIMUM QUALIFICATIONS:

- Requires a high school diploma or GED. College degree preferred.
- Experience working with children of all ages, including teens.
- Can relate to and is familiar with the needs of children and teens

REQUIRED KNOWLEDGE/SKILLS:

- Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, finger-plays, action rhymes, etc.
- Working knowledge of library methods and procedures.
- Must be able to accurately and efficiently file alphabetically and numerically.
- Ability to learn and use library technology.
- Must demonstrate computer and keyboarding skills.
- Knowledge of office equipment operation.
- Ability to work as part of a team, have a "patron comes first" work ethic, and a courteous, helpful customer service attitude.
- Must be pleasant, approachable, willing to adapt, possess a team attitude, and have the ability to listen and respond appropriately.
- Ability to provide efficient, friendly public service and present a positive and professional image of the library in attitude, appearance, and performance of duties.
- Maintain cleanliness and order in the workplace and work areas.
- Excellent interpersonal skills and ability to work well with other staff and the public of all ages.
- Ability to communicate effectively with staff and patrons, both verbally and in writing, in person and on the telephone.
- Ability to problem solve and to handle and negotiate stressful situations and difficult patrons of all ages in a positive manner.

- Ability to multi-task and prioritize, to organize work and perform assigned tasks in an accurate and timely manner in accord with established standards.
- Ability to perform repetitive tasks while maintaining a high level of concentration and accuracy.
- Maintain competency and strive for proficiency with emerging technology as patron trends demand.
- Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out.

REQUIRED PHYSICAL ABILITIES:

- Must be able to stand and/or walk for 4 or more hours per day.
- Must be able to bend and stretch without limitation.
- Must be able to lift up to 35-50 pounds at a time.
- Must be able to push a loaded book truck (with wheels) weighing up to 120 pounds.

ESSENTIAL FUNCTIONS:

- Communicates with home schoolers, teachers, students, parents and community members to help improve library services.
- Assists library patrons, primarily children, teens and their parents, in finding material they want, answering reference questions and providing reader's advisory.
- Overseeing and maintaining the teen room of WPPL and children's areas.
- Assist with storytime.
- Assist with Summer Reading.
- Be creative and develop programming under the supervision of the Youth Services Manager.
- Provide excellent customer service and maintain a courteous, positive image of the library when interacting with patrons, volunteers and staff.
- Maintain patron and staff confidentiality in all aspects of library work.
- Check your library email each day you are working.
- Make sure responses to patron questions are accurate and reliable.
- Adhere to and enforce the Rampart Library District Mission, Library Pledge to Patrons, and Patron Pledge to Library, Conduct Guidelines, and District policies.
- Keep informed of library information or changes through checking the bulletin board, checking library email, and attending all staff meetings. Staff is responsible for information conveyed at staff meetings even if unable to attend. Must understand and implement procedures, policies, and any changes discussed through these means of communication.
- Provide efficient, friendly customer service and assist patrons with computer, copier, equipment, and catalog questions.
- Help provide attractive displays and settings to encourage reading.
- Conducts library tours for school children and teens as requested.

- Assists in book selection of youth's materials, and inventory and weeding of youth's collection.
- Compiles statistics on attendance of all youth's programs throughout the year for the annual report and statistics on the summer reading program.
- Sort and shelve materials in proper order Read the shelves for correct placement of materials on a regular basis.
- Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.
- Decorates the Youth Services Department.
- Using Marmot (the library catalog), the internet, and other computer software as related to youth services.
- Perform outreach at area schools.
- Prepare and perform book talks.
- Perform special projects and other job related tasks that may be assigned by the Director or Youth Services Manager.

MENTAL REQUIREMENTS:

- Communication skills; both written and oral
- Reading ability; effectively read and understand information in written form, as well as ability to read to children aloud.
- Ability to comprehend and follow instructions.
- Mathematical ability; calculate fines and copier money and make change.
- Time management skills; set priorities and meet assigned deadlines.

EQUIPMENT USED: Personal computer, laptop, printer, scanner, copy machine, fax machine, calculator, audiovisual equipment, laminator.

SALARY: \$14/hour; 32-40 hours per week with benefits