



Job Description
Gallia County District Library
Dr. Samuel L. Bossard Memorial Library

Position Title: Youth Services Associate

Department: Youth Services

Job Classification: Non-Exempt

Immediate Supervisor: Youth Services Program Coordinator

Position Description:

Working under the direct supervision of the Youth Services Program Coordinator, the Youth Services Associate must be a creative, energetic, and flexible individual who will provide exceptional youth services through assisting with planning, conducting and advocating services that meet the needs of the children and youth in the community.

Minimum Qualifications:

- High school diploma or equivalent required.
- Requires combination of higher education, experience, certification, and training which provides the knowledge, skills, and abilities necessary to perform the work associated with this position.
- Must have experience working with children/youth, ages birth through teens; strong public speaking and interpersonal communication skills essential; some library-related experience is highly desirable.

Other Requirements:

- Must possess a valid driver's license and have access to a vehicle.
- Must pass criminal background check.

Essential Functions and Responsibilities:

- Assists the Youth Services Program Coordinator, as assigned and needed.
- Assists with routine clerical activities for the Youth Services Department (i.e., cutouts, artwork, filing, etc.).
- Assists with keeping inventory of youth services program supplies.
- Assists in the planning, development, implementation, and evaluation of a variety of library-related educational programs and activities using a variety of approaches, such as books, puppets, songs, crafts, etc., for various ages of children/youth.
- Conducts programs for ages birth through teens.
- Advises children in locating and choosing appropriate library materials.
- Advises teachers and caregivers in choosing library materials for children of all ages.
- Attends seminars, conferences, workshops, classes, or lectures to enhance and maintain knowledge of trends and developments in library services for children/youth.
- Conveys a non-judgmental attitude toward patrons and their requests.

- Upholds patron confidentiality laws.
- Provides outreach programming to community groups, daycares, at community events and schools, including afterschool programming.
- Prepares reading lists and bibliographies, as requested.
- Assists in the development and preparation of promotional materials and publicity for the Youth Services Department.
- Creates displays and bulletin boards for the Youth Services Department.
- Researches and responds to basic reference questions and refers questions as appropriate.
- Advises and assists library patrons in the use of library services and programs.
- Participates in the acquisition, retention, discarding or special handling of library materials, as directed.
- Performs shelf-reading and straightening of youth services collection.
- Serves on planning committees, as requested, representing and advocating youth services in all aspects of the library's planning process.
- Demonstrates strong interpersonal skills in meeting with children, parents, staff, and the community.
- Records and updates the story on the Dial-A-Story line.
- Assists with library mascot Rubee.
- Assists with training of new employees, as needed and when requested.
- Participates in library-sponsored events, as directed or requested.
- Maintains work area in a neat and orderly fashion, with a focus on safety.
- Attends staff meetings, when required.
- Collects, records, and reports appropriate statistics, as directed.
- Assists Youth Services Program Coordinator in maintaining department records and adheres to library's Records Retention Policy.
- Reports interpersonal conflicts to Youth Services Program Coordinator for a positive resolution (follows proper chain of command).
- Must model good work habits for others (i.e., limits personal phone calls while on duty, is punctual for work).
- Demonstrates continuous effort to improve operations, decrease turnaround times, and work cooperatively and jointly (within department and with other library departments) to provide quality customer service.
- Consistently presents Bossard Memorial Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the library.
- Actively supports library goals and objectives as adopted by Library Administration and the Library Board of Trustees.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work independently with minimal supervision.
- Ability to interact with the public and with co-workers in a consistent, friendly, and courteous manner.

- Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic fashion.
- Ability to work a flexible schedule that includes weekday, evening, and weekend hours.
- Must follow all library policies, procedures, and guidelines.
- Must possess a general knowledge of information technology.
- Must be committed to participating in continuing education opportunities.
- Must be able to operate office equipment including information management tools (Windows applications, Microsoft Office, library automation software).

Physical Requirements and Work Environment:

- Requires sitting, standing, stooping, bending, and lifting/moving books, carts, and totes.
- Work requires lifting up to 50 pounds.
- Ability to move/push/pull up to 50 pounds.
- Ability to load and unload programming supplies for outreach programs.
- Ability to set-up and tear down venue space for library programs and events in a timely manner.
- May require substantial periods of standing.
- Requires the ability to utilize the library's audiovisual equipment.
- Requires the ability to communicate effectively in English, both orally and in writing.
- Ability to work at a desk and sit in a chair at a computer while performing office-related tasks.
- Requires ability to operate a telephone and basic office equipment.
- Requires the ability to type on computer keyboard requiring eye-hand coordination and finger dexterity.
- Work subject to regular interruptions, noise from children's activities, and odors associated with children/youth, ages birth through teens, drafts, fumes, and wide temperature variations.
- Mainly indoor work environment; outdoor work environment during outreach and special programs.