

Samuels Public Library Job Description

Position Title: Youth Services Assistant

Reports to: Youth Services Librarian

Fair Labor Standards Act: Non-Exempt

Position Summary: The Youth Services Assistant assists the Youth Services Librarian in the coordination, promotion, and implementation of comprehensive youth programs and services for toddlers through young adults/teens. Work is performed under the supervision of the Youth Services Librarian. This is a Part-time Position.

Major Position Responsibilities:

- Staff a busy reference desk and provide excellent customer service
- Perform programs geared to children and teens
- Assist in the creation of publications released by the department
- Assist in detail orientated type work that is required to maintain our collection
- Assist in shelving as required
- Perform other duties as assigned

Knowledge, Skills, and Abilities

- Ability to work with children and teens
- Knowledge of children's literature
- Knowledge of Microsoft Office package

Education and Experience

- College preferred, minimum High School diploma and experience with programming.
- Experience Working with Children

Physical Requirement of the Position

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible force constantly to move objects; work requires respective motion; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; the worker is not subject to adverse environmental conditions.