

Employee Job Description: Duties and Responsibilities

Title: Youth Services Assistant

Immediate Supervisor: Director of Youth Services

Positions Supervised: Volunteers, pages, and interns, as assigned

Position Description: The Youth Services Librarian is responsible for planning, preparing, and conducting programs and assisting the Director of Youth Services in administrative duties related to the operation of the Youth Services department. This is a full-time, 40 hour per week position, including evenings and weekends. This position also includes travelling to area schools, businesses, professional meetings, workshops, or other activities.

Appointment: Recommendation and employment by Director and Director of Youth Services.

Compensation: Based on qualifications and experience. Full time.

Qualifications:

- High School diploma or equivalent
- Librarian Certificate 6 (LC6) or higher, or the ability to obtain within first 6 months of employment. [High School or GED with 2 years of library experience or 9 semester hours of required library science courses.]
- MLIS, or currently enrolled in MLIS program, preferred.
- Experience with children's programming
- Public Library experience desirable
- Must be able to work evenings and weekends.
- Ability to drive and have reliable transportation.
- Willingness to submit to a criminal history background check by the Indiana State Police

Required Competencies:

- Excellent written and verbal communication skills
- Excellent customer service skills in working with the public, especially youth and their caregivers
- Demonstrated ability to organize, prioritize, evaluate and complete duties and projects
- Strong knowledge of computers, printers, copiers, and other equipment
- Experience in storytime, programming, crafts
- Knowledge of library services, materials, automated systems
- General knowledge of the Dewey Decimal System.
- Physical ability to perform programs, including dancing, bending, stooping, stretching, walking, singing, speaking, etc.
- Ability to lift up to 30 pounds
- Ability to sit or stand for prolonged periods of time

Responsibilities

- Plan, promote, and implement programs, activities, tours etc. for ages birth to 17 years, both inside and outside the library

- Prepare and perform Storytime programs for ages 0-2 and 3-5
- Outreach, including Booktalks at local schools.
- Assist the Director of Youth Services with programming tasks as assigned
- Maintain programming and craft supplies for Youth Services
- Add programs and events to our online Library Events Calendar.
- Assist in the promotion of Youth Services programs and services through displays, flyers, school visits, etc.
- Assist with selecting material and collection development, weeding, shelving, and minor book repair
- Greet and assist patrons at the Youth Services desk, and help with creating a pleasing, user-friendly environment.
- Understand and enforce library policies, including resolving issues. Understand and complete incident reports when needed.
- Practice good communication with other department team members
- Backup at circulation desk if needed.
- Perform opening and closing procedures.
- Keep statistics and contribute to required reports.
- Assist in the supervision, evaluation, and training of the Youth Services Department pages, interns, and volunteers.
- Assume responsibility of the Youth Services Department in the absence of the Director of Youth Services.
- Attend staff meetings and trainings as assigned or required.
- Maintain confidentiality of library matters, patrons, staff, and board.
- Keep certification current.
- Perform other duties as assigned by Director or Director of Youth Services.

Software:

Includes, but not limited to: Windows, Microsoft Office, Evergreen ILS, Library Market & Calendar, Beanstack, Canva. Ability to learn Gaming PC and Software, 3D printing software.

Hardware:

OPACs, Game PC and Gaming Equipment, Projector, Photocopier, Label Maker.

It is understood that the equipment and software necessary to perform specific tasks will be included in the on-the-job training provided by the library staff or workshops or other training.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

Mooresville Public Library is an equal opportunity employer. As ascribed by the State of Indiana, Mooresville Public Library is an at-will employer.