



Youth Services Specialist – Northern Lights Branch (part-time)

Salary Range: \$17.67 – \$26.90 hourly

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PURPOSE OF JOB

This position serves children and families in the children's area, ensuring a positive customer experience by engaging in conversation and reading with children, connecting children with good books and promoting programs and services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Proactively greets children and families upon their arrival in the children's area; engages adults and children in conversations, promotes usage of the library collection and resources.
2. Connects children and caregivers with good books and with titles at child's reading level.
3. Reads with children individually or in small groups; encourages parents and caregivers to read and checkout books.
4. Shares early literacy skills and promotes appropriate books for kindergarten readiness with parents and caregivers.
5. Facilitates parent and child usage of children's area including technology.
6. Encourages participation in youth services programs; explains programs to children, teens, parents and caregivers.
7. Encourages children and teens to complete the Summer Reading Challenge.
8. Assists customers with public technology.
9. Assists with displaying and organizing books, keeps area neat, and fills displays.
10. Assists with group registration for programs.
11. May answer basic reference questions.
12. Supports the Code of Conduct by following up with customers when necessary; alerts Security Officer and/or manager about suspicious behavior.
13. Performs additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

1. High School diploma or G.E.D.
2. 1-3 years experience working with children preferred.
3. Acts with the customer in mind using information gained from interacting with the customers. Meets the expectations and requirements of external and internal customers.
4. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job related equipment and systems.
5. Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions).

Work requires occasional lifting or pushing of up to 20 lbs. and the frequent lifting or pushing of up to 10 lbs.

SCHEDULE

Afternoons: Mondays - Fridays (as scheduled). Sundays (as assigned).