



Youth Learning Specialist – Parsons Branch (full-time)

Salary Range: \$21.07 – \$27.65 hourly

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PURPOSE OF JOB

This position creates positive and enriching experiences by engaging youth and their caregivers in conversation and activities and promoting literacy and reading. The position is also responsible for helping to develop and deliver quality programs and informal engagements aligned with CML's Young Minds Strategy, designed to help youth establish the foundation for a successful life. May conduct outreach to schools and other organizations serving youth and/or perform collection management activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists students K-12 with school assignments using various resources, helping them to understand instructions and identifying opportunities to improve their work and learning.
2. Provides academic support and engages with students through various means including games and education-based learning programs.
3. Promotes Young Minds programs and services to area schools, community organizations and customers through presentations, networking and individual meetings.
4. Actively works to build relationships with schools and teachers within service area.
5. Recruits, selects, trains, and schedules volunteers for the School Help Center and Summer Reading Challenge to ensure the highest quality of service.
6. Mentors and builds relationships with students to assist them in building a foundation for a successful future, including helping Volunteens in their development of workplace skills.
7. Creates a welcoming environment that balances fun, engagement and relationship-building with school support and academic achievement.
8. Manages supplies for the School Help Center.
9. Plans, promotes and presents school age and teen programs.
10. Proactively provides a high level of customer service and assists customers through various aspects of utilizing the Library.
11. Interviews, researches and answers customer questions.
12. Supports Summer and Winter Reading Challenges by promoting to schools and other outlets, and manages logistics of the programs at the location to drive participation and completion.
13. May be required to manage the distribution of Summer Lunch or After School Snack each day.
14. Performs additional duties as assigned including serving on task forces, committees, etc.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's Degree required.
2. No experience required.
3. Ability to express self effectively and concisely, both orally and in writing.

4. Acts with the customer in mind using information gained from interacting with the customers. Meets the expectations and requirements of external and internal customers.
5. Ability to effectively present in a variety of formal settings and manage the students and environment in the School Help Center - one on one, group, peers, direct reports, etc. Command attention and manage group process.
6. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.
7. 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

Weekdays: combination of mornings, afternoons & evenings. Alternating Friday/Saturday shifts.
Sundays 1-5p (as assigned).