Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Youth Services Assistant</th>
<th>FLSA Status</th>
<th>Non-Exempt</th>
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<tbody>
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<td>Department</td>
<td>Youth Services</td>
<td>Pay Range</td>
<td>4</td>
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<td>Reports To</td>
<td>Youth Services Manager</td>
<td>Effective Date</td>
<td>07/18/2024</td>
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Objective of the position:

The Youth Services Assistant will successfully promote the value of library services to children and their caregivers through classes, school visits, community outreach and more. Works with each department in the library to provide materials and excellent customer service to all library customers. Provides customer assistance in finding library materials and requested information through print, media and online resources and readers’ advisory. Responsible for assisting customers with computers and other library needs. Committed to the Pickerington Public Library’s Mission of “Inspiring Learning, Connecting Community, Enriching Our World, Fostering a Love of Reading.”

Supervisory responsibilities: none

Job Summary:

- Plan, coordinate, promote and present in person and virtual youth events/classes, displays and outreach
- Interviews, researches and answers customer questions in person, over the phone, by email, etc. by locating appropriate sources of information using a variety of tools including the Internet
- Provides readers’ advisory to customers (in person and virtually) using appropriate sources of information including knowledge of the collection, the publishing industry and electronic resources.
- Specific awareness of the displays of special books in the youth department
- Knowledge of the loan times of materials
- Specific knowledge of classes/activities in the youth department
- Assists with directional instructions and education of reading levels and library databases
- Attends professional meetings and trainings
- Supports planning, preparations, and implementation of Summer and Winter Reading
- Trains public and staff on use of Library technologies, one-on-one and in classroom settings
- Performs collection development activities based on knowledge of the community needs, usage levels, and relevance of materials.
- Assists in maintaining collection, including shelving, processing reserves, etc.
- Assists in maintaining local databases, websites, etc. and may assist Information Technology staff in the design, development and testing of products for the website
- Utilizes computer applications and Library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations.
- Utilizes email, voicemail and other Library technology to maintain open channels of communication
- Demonstrates understanding of basic library routines and adheres to library policies and procedures
- Assists in public service areas as needed
- Performs additional duties as assigned including serving on task forces, committees, etc.

**Essential functions:**

- Able to interact effectively with children
- Demonstrates adaptability to library needs
- Able to cooperate with other staff, promote teamwork and share information
- Ability to exercise good judgment in work performance
- Ability to interact tactfully and courteously with staff, other libraries’ personnel, vendors, library administrations, and customers
- Ability to effectively communicate both verbally and in writing
- Able to make presentations to schools and other groups
- Ability to stand and/or sit for long periods of time
- Ability to lift or push heavy objects such as boxes of books and loaded book carts
- Ability to pay attention to detail
- Ability to meet the physical demands listed
- Ability to work a flexible schedule including evenings and weekends

**Position Requirements:**

- Bachelor’s Degree in Early Childhood and/or Youth Services experience
- Excellent communication skills
- Interest in interacting positively with children
- Knowledge of basic library principles, methods and procedures
- Maintains professional, businesslike behavior and appearance
- Demonstrated commitment to serving library customers and residents of the community
- Must maintain insurability under the Library’s vehicle liability insurance coverage. Must maintain valid driver’s license, personal vehicle and acceptable driving record. May drive PPL vehicle if called upon.
- Must successfully pass a background check.
Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must regularly lift up to 30 pounds and push a 50-pound cart. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Environmental factors: indoor/outdoor-offsite

Working conditions: Library operating/non-operating hours including nights and weekends.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager: ________________________________________________

HR: _____________________________________________________

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee __________________________________ Date _________________