



Youth Services Specialist – Northside Branch (part-time)

Salary Range: \$17.67-\$22.28 hourly

Apply Today!

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SCHEDULE

Afternoons-Monday-Friday 3-7p or 4-8p. Sundays 1-5p (as assigned). Flexibility in schedule preferred.

PURPOSE OF JOB

As a Youth Services Specialist, you will contribute to a positive customer experience by serving youth at your location through conversation and reading with youth. You will connect youth with books and promote our library's programs and services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Proactively greets youth and caregivers upon their arrival in the children's or teen area; engages adults and children in conversations and activities, promotes usage of the library collection and resources.
- Connects youth and caregivers with books and with titles at their reading level.
- Reads with youth individually or in small groups; encourages parents and caregivers to read and checkout books/materials.
- Provides age / level appropriate activities for all youth.
- Encourages participation in youth services programs; explains programs and available offerings to children, teens, parents and caregivers. Assists with youth programming as needed.
- Encourages children and teens to complete the Summer Reading Challenge.
- Assists customers with public technology.
- Assists with displaying and organizing books, keeps area neat, and fills displays.
- Assists with group registration for programs.
- May answer basic reference questions.
- Supports the Code of Conduct by following up with customers when necessary; alerts Security Officer and/or manager about suspicious behavior and similar risk to safety and security.
- Performs additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- High School Diploma or G.E.D. required.
- 1-3 years' experience working with youth of all ages required.
- Desire to work with children of all ages required.
- Acts with the customer in mind using information gained from interacting with the customers. Meets the expectations and requirements of external and internal customers.
- Ability to operate library technology including personal computer, email, software programs (i.e., Windows/Microsoft Office) and other job-related equipment and systems.
- 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.