

White Cloud Community Library

JOB DESCRIPTION

YOUTH SERVICES

Position Overview: This is a professional position performing highly technical work involving the delivery of library services to library patrons of all ages. Candidate is expected to be highly motivated, self-starting and able to develop and maintain a collection of materials which match the educational, reference, and recreational needs of the community. Develop library programs and activities which are age relevant for the group to which is directed. Candidate will be a warm, creative, team player who is especially passionate about serving our youngest library users, from birth to 18.

Primary Responsibilities:

- Regular & punctual attendance
- Fostering an environment that is inclusive of all youth and families
- Managing youth programming and materials budgets, including writing grants to secure funding
- Curates and maintains youth collection by selecting materials that ensure the collection is diverse, current, relevant, and meets the needs of the community
- Creating and performing story times and children/tween/teen's programs, both indoor and outdoor
- Marketing youth-oriented programs and services on the website, social media, and other mediums as applicable
- Creating marketing materials for youth programs
- Engages regularly and positively with patrons by continually engaging youth and families with the collection
- Creating and executing timely and well-rounded material displays for the youth area
- Continuously builds on relevant knowledge to perform reader's advisory for youth materials
- Conducts outreach and collaborates with community-based organizations and schools.
- Maintains statistics on program attendance, budgeting, and circulation and reports as directed
- Inventories and reports youth supply needs
- Responsible for the appearance and order of the youth services area
- Shelve, read shelves, and shift books in the stacks
- Understands and is able to perform all jobs related to circulation services, including but not limited to: charging, discharging, and renewing library materials; registering and re-registering patrons; receiving and processing reserves and system-level hold requests; routing interlibrary loan requests; collecting and recording fines and fees; handling the book drops and people counters; sending and receiving delivery shipments; and receiving and resolving circulation-related problems

Additional Responsibilities:

- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Assists in performing non-youth work in the Adult Departments, as needed
- Attends professional and community meetings, workshops, and conferences, as required
- Performs other duties, as assigned

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library services and programs
- Ability to maintain confidentiality of all patron records and transactions
- Strong oral and written communications skills
- Ability to interact courteously and effectively with the public and with other staff
- Ability to respond in an effective manner to the concerns of library patrons
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to organize work for efficient use of time
- Ability to word process and type with reasonable speed and accuracy
- Ability to represent the library at professional and community meetings
- Ability to work independently
- Office machine and computer knowledge & skills, ability to convey this to the public as well as staff, and ability to remain current as computer technology changes

Minimum Qualifications: High School Diploma required. A minimum of 2 years' relevant experience working with the public, a demonstrated customer-service orientation, and familiarity youth preferred.

Physical Requirements:

- Ability to move and/or lift materials up to 60 pounds
- Ability to push a loaded book truck weighing up to 300 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, stoop, balance, and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Occasionally required to attend off-site meetings
- Occasionally exposed to outside weather conditions
- This position requires the ability to work under job demanding circumstances in personally demanding positions.

Personal Attributes:

- Ability to deal with associates and the public in a tactful and courteous manner
- Ability to make independent decisions of other than a routine nature in order to meet controlling conditions
- Analytical ability to maintain appropriate records and reports
- Neat personal appearance; emotionally stable; pleasing manner
- Ability to create and conduct innovative programming for a variety of ages and interests

- Interest and awareness of initiatives and activities in the White Cloud area

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in a busy, rapidly evolving work environment, comfortable shifting activities to reflect changes in the day's priorities. Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided and have the ability to organize and set priorities. Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time.

Supervision Received: Receives direct supervision from the Assistant Director and general supervision from the Library Director.

Job Type: Part time, 32 hours per week, some nights and weekends

Pay: \$14.50 per hour

Benefits: Paid holidays, Paid time off

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.