

Helen Plum Library

Youth Services Seasonal Library Assistant

Department: Youth Services Department

Reports to: Youth Services Manager

FLSA Status: Non-exempt

Employment Type: Seasonal, 28hrs per week for 11 weeks

Position Description

Provides programming and reference assistance, supports the Youth Services Department Staff with programs, initiatives, clerical needs; other duties as assigned

Essential Duties and Responsibilities

Duty and Responsibility Section

- Registers patrons for the Youth Services summer reading program; explains the procedures of the program
- Maintains supplies at the reading program desk, including reading logs, prize books, and reading rewards
- Communicates to staff when supplies are running low and need to be reordered
- Assists with preparation of crafts and other program materials
- Alerts staff of potential disruptive or problematic situations

Professional Responsibilities

- Provides consistently professional, gracious, and friendly service to patrons and colleagues
- Communicates and works effectively (both individually and as a team member) with the public and all levels of Library staff
- Understands Library policies and procedures and demonstrates a commitment to supporting their successful implementation
- Embodies the Library's Culture Code and supports the Library's Vision and Mission
- Participate in professional development, meetings, and assigned training

Minimum Qualifications

Education and Experience

- High School Diploma Required
- Experience leading children and/or teens

- Library Knowledge desired
- Spanish and/or Urdu language skills desired

Knowledge, Skills, and Abilities

- Understands that customer service is at the forefront of all work activities
- Strong written and verbal communication skills
- Must be able to comprehend and respond to coworkers and patrons in person, email, chat, and telephone conversations
- Well-organized, attentive to detail, and able to prioritize tasks
- Exercises appropriate judgement and discretion
- Professional in appearance and demeanor
- Flexible and adaptable to new situations
- Demonstrates computer skills and a commitment to maintaining computer literacy
Must be able to work scheduled hours and meet general attendance requirements which include evenings and weekends

Working Conditions and Physical Requirements

- Work is performed in a typical office or library environment.
- Requires regular use of computers and standard office equipment.
- Perform repetitive hand motions for extended periods of time
- Bend to retrieve items from the floor
- Sit or stand for extended periods of time
- Ability to communicate effectively in person, by phone, and electronically.
- Occasional lifting office materials up to 25–35 pounds.
- May require occasional evening or weekend work and limited travel.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Library reserves the right to modify duties or requirements as needed to meet organizational needs. Reasonable accommodations may be provided to enable qualified individuals to perform the essential functions of the position