

## Scarborough Public Library Job Description

**Position: Youth Services Assistant**  
**Department: Youth Services**  
**Reports to: Youth Services Manager**  
**Date: August 9, 2019**

### *GENERAL STATEMENT OF DUTIES:*

The Youth Services Assistant is responsible for the daily operation and supervision of the Children's Room and Young Adult area at the direction of the Youth Services Librarian and the implementation of programs and services to allow users to realize the fullest access to available resources, both print and electronic.

### *Performance Responsibilities:*

The Youth Services Assistant will:

Promote the use of the Library's collections, through direct assistance to the public, including email, telephone information and referral.

Assist youth (children from birth through high school), parents, and other adults in selecting appropriate children's and young adult materials.

Serve as a guide for young people making the transition to young adult or adult materials either by introducing them to materials outside the children's area or by helping them make inquiries of Adult Reference staff.

Aid users in acquiring the skills needed to take full advantage of all Library resources.

Assist with and supervise the use of the Youth Services public access computers and online catalog.

Assist as directed with the development and delivery of youth programming such as pre-school storytimes, school or group tours and special programming events related to the Library's mission in the community. Some programming may be delivered off site and require use of a personal vehicle.

Assist with the development of the children's and young adult collections by observing collection weaknesses and making recommendations for additions to the collections as directed by the Youth Services Librarian; recommend materials that should be replaced or discarded.

Assist as directed with displays and promotions of materials to encourage use by youth and adults.

Assist with the processing of youth materials including checking in book orders;

Assist with designing and updating pamphlets, brochures, and bibliographies; creating program publicity and media announcements.

Assist with maintaining statistical records of program attendance and prepare reports for the Youth Services Librarian as directed.

Assist with the coordination of the utilization of materials to meet the needs of teachers and students as appropriate; conduct group tours and bibliographic instruction as assigned.

Assist in creating a pleasant, inviting environment in the Youth Services area by maintaining materials and equipment in a well organized and orderly fashion following library procedure; operate and make minor repairs of audio-visual equipment, computers and related media as necessary.

Promote appropriate behavior and conduct of those using the Library.

Supervise the Youth Services room and volunteers in the absence of the Youth Services Librarian.

Attend scheduled Youth Services staff meetings and Library staff meetings.

Cooperate as a team member with all library staff in performing any professional or nonprofessional duties essential to the achievement of efficient Library operations.

Assist with the care and feeding of live animals and fish.

Assist with maintaining accurate information on the Library's webpage.

Perform such reasonable duties as directed by the Youth Services Librarian and/or the Library Director.

*EVALUATION:*

Performance of these responsibilities will be evaluated annually in accordance with the approved procedure for staff evaluations.

*WORKING RELATIONSHIP:*

The Youth Services Assistant is a paraprofessional position. The person selected will assist the professional staff and report to the Youth Services Librarian. The Youth

Services Manager is responsible for scheduling, with the final decisions made by the Library Director based on overall needs of the library. The Library Director has the final responsibility for all hiring and termination decisions.

*ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:*

A bachelor's degree and library experience with knowledge of child development and children's literature desired. Also: knowledge of current trends in library service to children; ability to speak and write effectively; ability to supervise others and to work with all members of the library staff; computer skills, including Internet and Microsoft Office are a must. Hold a valid driver's license for working off-site. Must be curious, comfortable around children of all ages, motivated and able to exercise initiative and independent judgment.

*EXPECTATIONS:*

Ability and desire to work required hours is essential. Versatility, the ability to adapt to a busy work environment and flexibility is needed. A willingness and demonstrated ability to work with the public, particularly children and young adults, is essential.

*WORK SCHEDULE:*

Current schedule is 12 hours per week. Additional hours may be requested to cover sick time and vacations so flexibility is expected.

*WAGE AND BENEFITS:*

Part-time employees who are not eligible for paid leaves, but are offered equivalent unpaid vacation and sick leave based on longevity as part-time employees averaging 20 hours or more a week.

Wage range begins at \$19.04 per hour and is dependent upon experience and education.

*This position is open and will remain open until an acceptable candidate has been selected. References will be requested at the time an interview is scheduled. Applicants will be notified of the decision made on their application either by mail or by phone.*

8/22/19