



Job Description
Library Assistant: Youth Services

General Position Description:

The Youth Services Assistant is responsible for assisting in the planning and implementation of all youth programming and services.

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all inclusive.

- Assist in planning diverse programming for children and their caregivers, including story times, music and movement, crafts, technology programs and any other activities that support literacy.
- Assist in the implementation of the Summer Reading Program.
- Make the children's areas inviting to youth through the use of themes and decorations.
- Provide reference and reader's advisory services to children and their caregivers.
- Knowledge of our collection to assist patrons in the selection and location of books and other materials.
- Explain and assist in use of juvenile reference sources.
- Assemble and arrange materials for juvenile displays.
- Assist in the facilitation of the First Lego League program.
- Act as a circulation librarian when needed.
- Assist the Youth Service Librarian in selection of new books and materials to update and maintain children's, young adult and teen collections.
- Examine and select materials to be discarded/repared/replaced.
- Assist in collection maintenance including weeding and special collection projects.

- Assist in positive public relations and promotion of recreational reading through school visits and participation in town events.
- Keep up to date with library list-servs and groups.

Cognitive and Sensory Requirements:

This is a very physically active position often requiring lifting and carrying up to 30 pounds and occasionally up to 50 pounds. Reaching, pulling, balancing, jumping, kneeling, dancing, lifting, squatting, crawling, bending, are all required. Dancing and jumping are a large part of story times. Reaching, lifting, and pulling out books from higher shelves for young patrons is frequent as is crawling, kneeling, twisting, bending, and squatting when attending to lower shelves.

Vision – Necessary for visual operation in all aspects of the position such as equipment use, observance of patron behavior, paperwork, observing safety of co-workers, public, etc.

Hearing – Necessary for receiving instructions and requests from customer, and for communicating on the telephone.

Talking – Necessary for communicating with employees, residents, and the general public.

Schedule:

Weekdays, one or more evenings per week, rotating Saturdays and special events. Please note times when school is closed such as school vacations are a high priority and focus time for this position.

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