

Youth Services Aide

Date Prepared: January 2020

Reports to: Youth Services Manager

Subordinates: None

Level: 103

Status: Non-exempt

Nature and Scope: Positively serves the public with enthusiasm for library services while assisting the Youth Services Department.

Principal Accountabilities: Registers youth for Summer Reading; Maintains Summer Reading supplies; Has a basic understanding of public libraries; Prepares crafts; Cleans and organizes room and supplies following programming; Promotes programming; Organizes prize entries and containers; Cleans library materials; Shelves library materials as instructed; and follows instructions given by supervisor for additional tasks

Essential Duties of the position: (other duties appropriate to the classification may be assigned as necessary.)

- Assists patrons with a positive attitude
- Registers youth for Summer Reading
- Correctly shelves items as trained
- Cuts, glues, stamps, etc. for craft preparation
- Cleans areas and materials as needed
- Accurately takes instructions from supervisor
- Invites patrons to programming
- Maintains supplies

Acceptable Skills, Knowledge, and Abilities:

- Basic understanding of public libraries
- Attention to detail
- Self-motivated
- Organized
- Ability to follow instructions accurately
- Enjoys assisting
- Knowledge of or ability to readily acquire library routines, rules, procedures, policies, and practices and apply them
- Ability to quickly and correctly place items in correct alphabetical and numeric order
- Ability to maintain tactful and courteous relations with the public

- Computer and typing skills
- Ability to work with great efficiency and accuracy
- Ability to keep workspace neat and orderly
- Neat appearance that is appropriate to work with the public
- Ability to communicate and work with other library staff effectively
- Ability to lift 30 lbs.