**Reddick Public Library District**

**JOB DESCRIPTION**

**TITLE:** Youth Services Assistant  **SALARY REVIEW:** Annually
**CLASSIFICATION:** Part time, Non-Exempt
**REPORTS TO:** Youth Services Librarian

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**Definition:**  A position involving services to youth, including customer service, basic reader's advisory and reference, and development of programs and services in the  library.

**Duties:**

- Assists in the planning of youth services programs, including story times, summer reading program, and special events.
- Provides basic level of reference and reader's advisory service to youth.  Refers questions to appropriate staff for further assistance.
- Assists patrons with basic information regarding use of library materials, equipment, and services.
- Instructs and assists patrons with use of electronic resources, including the OPAC.
- Develops book lists and displays as assigned.
- Attends meetings, seminars, and professional workshops related to youth services as assigned.
- Recommends materials for the youth collection.
- Submits monthly statistical information to Youth Services Librarian.
- Establishes and maintains effective work relationships with co-workers and the general public.
- Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

- Minimum associate's degree or equivalent, preferably in education or a related field and previous public library experience preferred.
- Ability to work independently to organize and/or deliver programs and services for children.
- Ability to independently use a computer and office software as well as other office equipment.
- Ability to exercise tact, patience, and good judgment in dealing with the public.
- Ability to relate to co-workers in a positive and responsive manner.
- Ability to communicate effectively in English, both orally and in writing.  Ability to communicate in Spanish desirable.
- Must be able to work evenings and weekends.
- Must have valid driver's license and access to a vehicle.