

## JOB DESCRIPTION

# ADL

## Albion District Library

[www.albionlibrary.org](http://www.albionlibrary.org)

Position: Youth Services Programming Assistant

Range: \$10.25/hr, approx 20-25 hrs per week.

Reports to: Youth Services Department Head

## JOB SUMMARY

Under the general direction of the Youth Services Department Head, provides library programming and outreach services for children, teens, and families in addition to general circulation duties.

## DUTIES AND RESPONSIBILITIES

1. Works with community groups and agencies (as assigned and established by the Youth Services Department Head) to deliver outreach opportunities to promote and expand Library Services. This may require working at offsite locations.
2. Responsible for providing programming support and public relations to Youth Services Department Head.
3. Oversees and maintains programming supplies inventory.
4. Works the Children's Room Circulation Desk a minimum of one evening a week, one day shift per week, and one weekend per month and as needed.
5. Responsible for maintaining an up-to-date working knowledge of library policies and procedures.
6. Plan, organize, and implement programs.
7. Recommends/initiates ideas for change in the organization
8. Provides routine information to the public in person, by email or by telephone regarding the Library's circulation policies, procedures and availability of materials.
9. Opens and closes the Children's Room in the absence of the Youth Services Librarian.
10. Assists with activities at the circulation desk: checking library materials in/out, registration of new patrons, and assists with overdue materials.
11. Assists patrons in their search for library materials and provides technical support and assistance to patrons in the use of technology databases, systems and databases.
12. Other duties as assigned by the Youth Services Department Head or Library Director.

## JOB REQUIREMENTS

1. Some college coursework preferred.
2. Must have experience working with children or families.
3. Working knowledge and understanding of the principles, methods and practices of public library operations.
4. Working knowledge of the general public library circulating collections, particularly children's literature and pop culture trends.
5. Demonstrates professionalism and a positive approach to Library activities. Must be able to work under general supervision with latitude in exercising independent judgement and discretion subject to library policies and procedures and professional practices.
6. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds..
7. Computer skills and visual acuity necessary to effectively utilize word processing and spreadsheet software applications and internet services.
8. Hearing ability to answer telephone and patron inquiries.
9. Ability to operate a variety of library equipment including a computer, copy machine, e-reader or tablet device, camera, and/or audiovisual equipment.

## WORKING CONDITIONS

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust and noise.
2. Work hours may be varied, including evenings and weekend hours.
3. Frequent sitting/standing in one position for extended periods of time.

## TO APPLY

Please e-mail a completed application to Jamie Bernard, Head of Youth Services at [youth@albionlibrary.org](mailto:youth@albionlibrary.org). Applications can also be dropped off or mailed to the Children's Room at Albion District Library, 501 S Superior Street Albion, MI 49224.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*