



310 Church St.
P.O. Box 184
Jonesville, MI 49250
517-849-9701



Youth Services Library Assistant

Hours of Work

Hourly, Full Time – 30 hours, includes some nights and weekends

Supervisor:

Jonesville District Library Director

Primary Functions

Coordinate all youth focused programming and community engagement for Jonesville District Library. Oversees the maintenance and development of all Juvenile collections and Young Adult collections with support of the Library Assistant. Maintains play areas within the library and outside. Interacts with and engage youth in activities. Reports to the Library Director and assists in needs as necessary. Creates monthly calendars, flyers, handouts, Facebook posts (and website updates).

Under general supervision, is responsible for routine and moderately complex tasks, and applies procedures, techniques, rules, and regulations within the limited scope of the job duties. Makes some work procedural decisions which follow policies. Applies knowledge of library procedures and policies; utilizes skills in addition, subtraction, multiplication, division, and alphabetizing; demonstrates ability to use bibliographic databases; participates in employee training and development; has good oral and written communication skills. Knowledgeably uses computer. Has ability to sort items into categories according to established methods; can arrange items into numerical and alphabetical order; and can provide instruction to library patrons.

Qualifications, Education, Experience, and Skills Preferred

1. Minimum 2 years of college experience in education or human service related field or minimum 2 years of experience working with children/youth.
2. Minimum 2 years of experience working in a public library
3. Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, finger plays, action rhymes, etc.
4. Working knowledge of library methods, policies, and procedures, including circulation systems and interlibrary loan.
5. Basic computer skills and knowledge of standard software, including Microsoft Office and Google Docs.
6. Digital Device and application knowledge
7. Collection management and development experience
8. Display creation
9. Readers advisory
10. Ability to communicate effectively with children, parents, staff, and all library patrons in person and over the telephone
11. Team Oriented and self-directed.
12. Punctual and dependable

Specific Duties

1. Develops activities, story times, and programs for children and youth. Works closely with library director in planning programs for all ages, including adult.
2. Maintains an effective working relationship with fellow staff members. Has a cooperative team spirit.
3. Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory.
4. Communicates with homeschoolers, teachers, students, parents and community members to help improve library services.
5. Compiles statistics on attendance of all children's programs throughout the year for the annual report and statistics on the summer reading program.
6. Provide assistance with the coordination and creation of community service and special events for projects with the youth in the respective groups.
7. Interact with all participants in a positive manner.
8. Organizes and gives tours of the library and its services to school groups, etc.
9. Provides attractive displays and settings to encourage reading.
10. Work cooperatively with other staff and/or volunteers to plan community service projects and/or special events.
11. Plans for and orders craft supplies and any other items needed for youth programming.
12. Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.
13. Assist in creating vivid and welcoming displays.
14. Participates in Great Start Collaborative events, school events, and other community events, representing the library.
15. Duties described in Library Assistant Job Description (see separate information)

Physical demands

1. Sitting, kneeling, standing, walking, climbing stairs and stooping.
2. Talking and hearing; using the telephone.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Lifting and carrying up to 50 pounds.
5. Handling, processing, reading, and shelving books.
6. Typing, writing, and filing.
7. Pushing and pulling objects weighing 60-80 pounds on a book cart.
8. Mobility: travel to meetings and programs outside the library.

Mental requirements

1. Communication skills; both written and oral
2. Reading ability; effectively read and understand information in written form, as well as ability to read to children aloud.
3. Ability to comprehend and follow instructions.
4. Mathematical ability; calculate fines and copier money and make change.
5. Time management skills; set priorities and meet assigned deadlines.

Equipment used

Personal computer, laptop, printer, scanner, copy machine, fax machine, calculator, audiovisual equipment, laminator.