

Nevins Memorial Library

Job Description

Job Title

Youth Services Librarian Assistant/Librarian I

Position Overview:

This position will be primarily dedicated to developing and presenting programs for children (ages 0-18). Providing assistance to youth (between the ages of 0-18) and their adult caregivers by locating library materials onsite and /or placing interlibrary loans, answering reference queries and assisting with maintaining a neat, inviting public space within the Youth Areas of the Library. Development and implementation of teen programs (ages 12-18) will be under the mentorship of the Teen Librarian. This position reports to the Head of Youth Services.

Desirable Characteristics

- Understands and respects people of all ages, cultures, and backgrounds.
- Enjoys working with youth (between the ages of 0-18) and their adult caregivers.
- Enjoys developing engaging, innovative programming for children (ages 0-18) and their adult caregivers.
- Ability to prioritize tasks and maintain composure in a busy environment.
- Strong customer service skills.
- Flexible, strong work ethic.
- Ability to work independently to complete tasks as directed and work in a team environment, not only within youth services but also in other departments in the library.

General Duties

- Plan and execute developmentally appropriate programming for: preschool-aged children (infant-5 years old), school-aged children (K to 6th grade) and teenagers (6-12th grade).
- Perform the routine procedures needed to open and close the Children's Room.
- Provide reference service and reader's advisory service at the Youth Services Desk, using the Internet, in-house materials, and state-provided databases. Training will be provided.
- Assist patrons with the use of the online catalog, library databases, general computer use and printing tasks.
- Sort book carts and shelve books when needed. Participate in shelf reading all sections of Youth Services.
- Perform some library circulation duties: issue library cards; place patron requests for library materials within the MVLC network; check in, check out, and renew in-house programming material; accept payment to clear debts and charges for lost or damaged Youth Services materials; process hold requests for Youth Services materials.
- Maintain displays of Youth Services materials to include e.g., straightening materials on shelves and displaying books on shelves.
- Attend department and library staff meetings.
- Attend training as required to develop and enhance skills used serving Youth and Families.
- Create booklists on all types of Children's materials in our collection as requested by the Head of Youth Services.
- Perform other duties as designated by the Head of Youth Services.

Equipment/Technical Skills

- General knowledge and ability to operate office equipment such as photocopiers/printers and telephone system.
- General knowledge and ability to operate computers, including the ability to navigate general computer software (Microsoft Office, Google Docs) and the internet.

- Knowledge of or familiarity with navigating library catalogs online, library ILS and/or computer reservation systems valuable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- **Manual Dexterity:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include keyboard input, turning book pages, passing out paper library materials, and retrieving library materials for patrons.
- **Visual/Auditory:** Vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the auditory ability to listen and comprehend.
- **Language Skills:** Language requirements include the ability to read and interpret documents, such as library and patron correspondence, and the ability to speak and communicate effectively with small and large groups of customers or employees.
- **Physical Activity:** The work requires some agility and physical strength (such as lifting library books and programming materials) and may require lifting up to 40 lbs., and pushing and pulling heavy objects (such as library book carts up to 200 lbs.). The employee may be required to remain in a stationary position (sitting or standing) for long periods of time. Move to lead the audience during high-energy library programs, and follow the flow of children during library programs. Positions self to retrieve library materials on high and low library shelves (may include – stooping, bending, kneeling, crawling, jumping).

NOTE: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs to the employer and requirements of the job change.

The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

