

YOUTH SERVICES ASSISTANT

HENIKA DISTRICT LIBRARY

Do you love weaving a tale of a faraway place? Do you delight in engaging kids with imaginative play? Do you get excited when you recommend a book to someone you know they will enjoy? If you answered yes to these questions, Henika District Library is looking for you!

SCHEDULE: 22 hours per week; Tuesdays & Thursdays from 10:00 am - 6:00 pm, alternating Fridays and Saturdays from 10:00 am - 4:00 pm every other week.

STARTING SALARY: \$14.00/hr

DUTIES:

Youth Services

- Provides active and passive programs for library patrons ages 0-18. Duties include, but are not limited to:
 - Creating and performing virtual or in person storytimes and children's programs, as applicable.
 - Using basic recording equipment and green screen to create virtual programs. Using basic video editing tools to generate videos of programs to post on library social media.
 - Assisting in putting together take-and-make activity kits.
 - Assisting in generating material for storywalk. Updating storywalk as needed seasonally.
- Assists in the creation and execution of timely and well-rounded material displays for the youth area on a monthly basis.
- Creates marketing materials for youth department programs in cooperation with other library departments.
- Fosters a library environment that is inclusive of all youth and families.
 - Engages regularly and positively with family patrons, including tweens and teens.
- Continuously builds on relevant knowledge to perform reader's advisory for youth materials. Maintains awareness of new youth materials in the collection from board books through young adult.

General

- Provides circulation services as operations require.
 - Assists patrons in locating materials or putting items on hold for interlibrary loan.
 - Runs notices while staffing the circulation desk. Assists with curbside delivery.
 - Provides reference services. Duties include, but are not limited to receiving and answering of questions regarding collections, library services, and policies.
- Attends and participates in monthly staff meetings. Attends and participates in monthly one-on-one meeting with supervisor.
- Helps Youth Services Supervisor generate monthly report for review for the Director and the Library Board.
- Performs other duties as assigned by the Youth Services Supervisor.

QUALIFICATIONS:

- High School Diploma required, Bachelor's degree preferred
- Related experience working with children or teens required.
- Experience working in a library preferred.

REQUIRED KNOWLEDGE:

The person in this position must:

- Possess basic technology skills necessary to complete job responsibilities or the ability and willingness to learn those skills. These include, but are not limited to, familiarity with Microsoft Word and Excel, Google Drive and Calendar, email, and Canva.
- Demonstrate familiarity with technology such as necessary to provide assistance to patrons. These include, but are not limited to, Microsoft Office, the internet, copier and fax machine, telephone, and mobile devices.
- Demonstrates basic mathematical skills necessary for routine calculations.

REQUIRED SKILLS:

- Works under personnel supervision by Director as well as under departmental supervision by Youth Services Supervisor.
- Demonstrates knowledge of policies and procedures and applies them consistently.
- Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- Ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and transport materials and delivery bags weighing up to 40 pounds.
- Available transportation for travel to workshops and library-related meetings.

The Henika District Library is an Equal Employment Opportunity employer and will not discriminate against any applicant on the basis of race, color, religion, national origin, citizenship, sex, gender identity, age, height, weight, familial status, marital status, sexual orientation, veteran status, disability, or any other characteristic protected by federal, state, or local law. We provide reasonable accommodations for qualified individuals with a disability if requested.