



ZION-BENTON PUBLIC LIBRARY

Title: Youth Services Associate I
FLSA Status: Non-exempt, Part-time, non-supervisory
Reports to: Youth Services Coordinator
Schedule: 14 hours per week, schedule requires two evenings a week and every other weekend.

Jobs Supervised: None – may train and oversee department volunteers; may assist in supervising support functions for shift.

Job Summary: Responsible for providing gracious, friendly, and responsive service to children and families of all ages and skill levels in a highly diverse community. The person in this position is a team player who loves books, movies, music, and people, keeps abreast with technology trends, and enjoys connecting with others who share those interests. Shares responsibility for collection development as assigned and may offer services and/or programs in the library or at offsite locations.

Duties and Responsibilities:

- Creates and maintains a welcoming environment for library users
 - Staffs the Youth Services Desk by being present, answering and routing phone calls, and providing answers as needed through online chat.
 - Greets library visitors as they enter the library or department
 - Moves about the department and provides service at the point of need
 - Monitors patron behavior, handling problems per established procedures and referring to security monitors as necessary
 - Contributes content for the library's social media, newsletters, posters and other promotional materials
 - Maintains specialized collections as assigned
- Fosters a love of reading through enthusiastic and responsive readers, viewers, listeners advisory
 - Regularly reads for pleasure
 - Demonstrates lifelong learning
 - Keeps current on professional and technical issues and trends
 - Engages library visitors in discussions about books, movies, music, and other information resources
 - Assists department staff in creating and maintaining displays, promotional pieces, and bibliographies for materials in various formats
- Participates on Youth Services Program team with planning, promoting, and conducting programs for children and families.
- Assists and instructs individual and groups of patrons in using library resources in a variety of formats
 - Performs effective and efficient reference interviews
 - Demonstrates and assists patrons with a variety of devices and library services



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- Locates and places holds on materials owned by the library or others within the library consortium
- Places interlibrary loan requests
- Requests materials for purchase as appropriate
- Facilitates program registration and meeting and study room usage
 - Keeps up with programs and events that are happening in the library
 - Registers patrons for programs and events
 - Assists patrons in reserving meeting and study rooms
 - Reserves meeting and study rooms for staff as needed
- Serves as person-in-charge as assigned
- Staffs the Adult Services Desk as assigned
- Attends and participates in staff, department, and other job-related meetings
- Performs other duties as assigned

Contacts: Patrons, volunteers, other library staff, and peers at other organizations

Working Conditions: Normal office conditions

Physical Demands:

- Requires full range of motion, including standing, sitting, or walking for extended periods
- Requires bending, stooping, and reaching to retrieve library materials
- Must be able to move a two-sided book cart loaded with books and other library materials
- Must have dexterity and eye-hand coordination to move materials or operate automated equipment
- Must be able to lift boxes of books, paper, or other items weighing up to 40 lbs

Education, Experience, and Skills Required for Entry Into the Job:

- Bachelor's Degree or equivalent combination of education and experience
- Demonstrated experience working with children and young adults outside of the family
- Previous library experience desired.
- Knowledge and passion of children's literature, technology and topics of interest
- Ability to work with frequent interruptions
- Comfort with a variety of computers, electronic devices, and online services and applications
- Ability to work with patrons of all skill levels and ages
- Ability to represent the library at professional and community events
- Spanish language skills desired.

Special Requirements:

- Access to reliable transportation to work at the library and offsite as needed
- Schedule includes evenings and weekends



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General Requirements for all library employees:

- Commitment to providing uniformly gracious and friendly service to all people
- Ability to establish and maintain harmonious working relationships
- Commitment to the library's mission and goals
- Ability to read, write, and speak English
- Ability to give and receive instructions in English
- Alpha-numeric recognition skill
- Ability to exercise good judgment
- Ability to use basic office equipment: telephone, fax, email
- Ability to work independently
- Ability to contribute to a team
- Honest, punctual, accurate, able to maintain confidentiality
- Ability to pass a criminal background check

This is a part-time position, 14 hours per week with pro-rated personal time. Schedule requires day, evening and weekend hours. Starting pay range: \$17.70 - \$26.06/hour, depending on qualifications.

To Apply: email cover letter, resume, and online application to Amy Andresen, Youth Services Coordinator at aandresen@zlibrary.org. The position will be open until filled.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.