



Peter White Public Library – Job Description

Youth Services Programming Assistant

AFCME Classification: Non-Supervisory, Public Desk Staff – YS Desk Staff

Supervisor Title: Youth Services Department Head

Weekly Hours: 20-25/week

FLSA Status: Non-Exempt

Benefits: PTO and Paid Holidays

Position Purpose:

Provides quality library service to patrons of all ages in the Youth Services Department.

Education and/or Experiences Qualifications:

To perform this job successfully, an individual must have the following education and/or experience:

- Bachelor's degree or significant related experience.
- A minimum of 2 years' experience working with children and or/teenagers preferred.
- Strong desire to work with and enjoys interacting with youth of all ages required.
- Knowledge of literature for youth.
- Proficiency in various software platforms and a willingness to learn new technologies.
- Demonstrated ability to use good judgement in all situations.
- Possess a proactive public service philosophy.

Position Essential Functions and Responsibilities:

- Provides direct patron assistance to youth of all ages and adults in the youth services department. Includes answering basic reference and directional questions by phone and in person, providing readers' advisory, giving instruction on using library computers and personal devices and assisting patrons in searching for and finding materials using library catalog system. Patrons include youth of all ages and adults.
- Creates and implements programs for youth under Youth Librarian's supervision. Early literacy (ages 5 and under), literacy and programs for school-aged children and teens expected. Specializations may include art, science and technology and music.
- May assist in developing and implementing outreach programs.
- Assists with library material and literacy related projects.
- Collaborates with co-workers in the youth department to provide quality programs to youth of all ages, including during the Summer Reading Program.
- Able to work assigned shifts at desk, including evening and weekend hours.
- Explains and enforces library policies and procedures to patrons in a manner that ensures positive customer relations.
- Maintains accurate statistical records.
- Assists in the orientation and training of department employees and volunteers as needed.
- Maintains all youth spaces including bookshelves, play area, programming area, and staff desk.
- Ability to work without direct supervision.
- Other duties as assigned.



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Workplace Cultural Expectations

The Peter White Public Library strives to make its employees feel safe, respected, valued, and trusted. Since employees play a vital role in determining the library's culture, employees are expected to demonstrate a commitment to the following standards:

Workplace Cultural Expectations – (<https://pwpl.info/wp-content/uploads/2021/04/Workplace-Cultural-Expectations-2020.pdf>)

ALA Bill of Rights - (<http://www.ala.org/advocacy/intfreedom/librarybill>)

ALA Code of Ethics - (<http://www.ala.org/tools/ethics>)

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 essential functions.

- The employee frequently is required to:
 - Stand, walk, and sit
 - Use hands and fingers to handle books, paper, and technology
 - Speak and listen to others
 - See and read
 - Reach with hands and arms
 - Stoop, kneel, crouch, or crawl
- The employee must be able to lift and/or carry objects weighing up to 25 pounds.
- The employee must frequently push, pull, and maneuver full book carts.