

## Youth Services Aide

**Date Prepared:** March 2023

**Reports to:** Youth Services Manager

**Subordinates:** None

**Level:** 103

**Status:** Non-exempt

**Nature and Scope:** Positively serves the public with enthusiasm for library services while assisting the Youth Services Department.

**Principal Accountabilities:** Register and log reading activities for youth using paper and digital methods; Maintains Summer Reading supplies; Has a basic understanding of public libraries; Prepare crafts; Assist with setting up programs, provide support during programs, and clean up after programs; Promote programming; Organize prize entries and containers; Clean library materials; Shelf library materials as instructed; and follow instructions given by supervisor for additional tasks

**Essential Duties of the position:** (other duties appropriate to the classification may be assigned as necessary.)

- Assists patrons with a positive attitude
- Registers and logs reading activities for youth during Summer Reading
- Correctly shelves items as trained
- Cuts, glues, stamps, etc. for craft preparation
- Cleans areas and materials as needed
- Accurately takes instructions from supervisor
- Invites patrons to programming
- Maintains supplies

**Acceptable Skills, Knowledge, and Abilities:**

- Basic understanding of public libraries
- Attention to detail
- Self-motivated
- Organized
- Ability to follow instructions accurately
- Enjoys assisting
- Knowledge of or ability to readily acquire library routines, rules, procedures, policies, and practices and apply them
- Ability to quickly and correctly place items in correct alphabetical and numeric order
- Ability to maintain tactful and courteous relations with the public

- Computer and typing skills
- Ability to work with great efficiency and accuracy
- Ability to keep workspace neat and orderly
- Neat appearance that is appropriate to work with the public
- Ability to communicate and work with other library staff effectively
- Ability to lift 30 lbs.