

ROLLING MEADOWS LIBRARY
Job Description

Job Title: Youth Services Associate
Department: Youth Services
Reports To: Director of Youth Services
FLSA Status: Non Exempt
Approved: 4/2023

SUMMARY

This position is responsible for promoting and educating patrons on the use of the Youth Department's materials, equipment, programs and services. This position assists in the planning, preparation, and presentation of youth programs and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned)

- Assists children, parents, and caregivers in recommending, locating, and using print and electronic resources to answer readers advisory and reference questions
- Maintains working knowledge of children's literature, age appropriate trends, and emerging technologies in the library science industry
- Designs, plans and implements library programs and other services, which fulfill the diverse educational, recreational and personal needs of children both in the library and in the community.
- Executes collection development in YS areas in coordination with Department Director
- Assists in preparation of reports as assigned
- Compiles bibliographic aids and brochures as assigned
- Compiles statistics and assists in preparation of reports as assigned
- Prepares displays as assigned
- Refines and enhances reference skills by reading professional literature and attending seminars, workshops, and meetings
- Represents the department at committee, community and library meetings as assigned
- Represents the library in community wide events
- Understands and enforces Library policies and procedures while safeguarding confidential information
- Sorts, shelves, and maintains books and other library material in an orderly fashion
- Shelf reads assigned areas
- Performs tasks to safely and securely close the building as outlined in the current Closing Procedures checklist
- Evacuates patrons and staff in event of a library emergency
- Shelf reads as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in early childhood, elementary education, or other related field is preferred; Relevant experience with children and/or libraries; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

Ability to enthusiastically engage and communicate with children

Ability to establish and maintain working relationships with patrons, teachers and coworkers

Knowledge of professional practices and techniques of library service, particularly as they apply to children

Possess excellent communication skills orally and in writing

Knowledge of publishers and vendors, publishing trends and material availability

Knowledge of standard collection development practices

Knowledge of standard reference sources

Knowledge and ability to use computers, relevant software and other technological innovations

Ability to manage multiple tasks with efficiency, skill and accuracy

Ability to work efficiently both independently and also as a team member

Enthusiastic and positive public service attitude

Ability to use good judgement following procedures in support of library policies

Ability to remain calm and courteous under pressure

Ability to exercise initiative

Strong organizational and attention to detail skills

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.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand for long periods of time, use hands to handle and process different library materials; and to stretch and reach using both arms and hands. The employee must occasionally lift and/or move book bags weighing up to 25 pounds. While performing sorting and shelving duties, which include pushing book carts, the employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. The employee must also stoop, kneel, and crouch to locate and organize library materials.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.