

Job Description Youth Services Assistant McIntosh Memorial Library

General Description

Under the direction of the Youth Services Director assists in conducting daily activities for the youth department; assists in the development, implementation, and completion of youth programs; assists patrons of all ages; and engages in outreach and marketing activities.

Supervision

Works under the immediate supervision of the Youth Services Director

Duties

- Assists the Youth Services Director in the development, implementation, and completion of programs and services for patrons ages birth to 17.
- A high priority is given to the implementation of programs for patrons and their families ages birth to 17.
 - Works with the Youth Services Director, and other library or program staff/volunteers, to support and implement existing programs.
 - Works with the Youth Services Director to develop original programs.
 - Participates in the implementation of youth programs by setting up the space, attending the event, and cleaning up post-program.
 - Assists in designing and posting promotional materials, documenting, and photographing programs, writing and emailing post-event publicity to media outlets.
- Represents and promotes McIntosh Memorial Library at community events, including largely attended events throughout Wisconsin, as assigned by the Youth Services Director.
- Maintains communication between the Youth Services Department and other departments within McIntosh Memorial Library, the Winding Rivers Library System, and other libraries, school systems, and organizations throughout Wisconsin as directed through personal visits and written communications such as email.
- Management of the Youth Service's materials and equipment through documentation, organization, rotation, and cleaning processes.
- Assists with online transactions and processes in relation to Youth Services as directed.
- Performs all routine duties while working at the circulation desk.
- Attends weekly youth services and program meetings plus monthly all staff and circulation meetings.
- Shows support for colleagues and volunteers by participating in projects, attending programs, and engaging in activities.
- Follows and supports library policies.

- Attends trainings as needed.
- Assists in other library departments as assigned and performs related work as required.
- Must maintain a flexible work schedule which may include evenings and Saturdays.

Knowledge, Skills, and Abilities

- Knowledge of library principles, methods, materials and administrative practices or a strong desire to ascertain and practice such knowledge.
- Ability to work with children ages 0-17 and their families.
- Knowledge of child-care principles, methods, materials, and administrative practices and/or willingness to learn and adapt these practices.
- Knowledge of professional best practices to provide care, guidance, and leadership during a youth activity, program, or event.
- Skills to relate to children of all ages and abilities.
- Skills to implement activities with or without prior planning or guidance based upon the immediate need of youth patrons and/or youth-groups.
- Knowledge of how and when to redirect children using constructive methods with or without prior planning or guidance based upon the immediate need of youth patrons and/or youth-groups.
- Ability to identify factors regarding safety and general welfare for people of all ages whether indoors or outdoors.
- Strong oral communication skills with the ability to convey clear thoughts, ideas, and concerns.
- Knowledge of operating cellular phones, computers, Internet, word processing, spreadsheet software, design software, photo-editing, social media sites, search engines, calendars, printers, copy-machines, and library software with proficiency.
- Ability to design, execute, and complete written communications including emails; and edit and proof-read writing, calendars, and promotional materials in a timely manner.
- Skill in writing, editing, filing, and synthesizing calendars, agendas, work plans, and documents in a timely manner.
- Ability to work independently to complete assigned tasks with proficiency.
- Ability to prioritize assigned tasks daily with or without guidance.
- Ability to identify and communicate tasks which need to be assigned.
- Ability to establish and maintain effective working relationships with superiors, program staff, colleagues, associates, volunteers, and officials of McIntosh Memorial Library; and other agencies and/or institutes; and the great public community.

- Ability to organize, document, edit and clean children's materials, equipment, and spaces in a proficient manner daily with or without assigned processes using a variety of cleaning supplies and tools.
- Flexibility to deal with multiple and extra unexpected tasks, youth patrons, and/or youth groups simultaneously in environments which can be loud and disruptive.
- Ability to initiate a courteous, pleasant, and welcoming first impression of McIntosh Memorial Library and its Youth Services Department.
- Friendly, enthusiastic, energetic, initiative, resourceful, tactful, good judgement, flexible, reliable, competent, organized, and a sense of humor.

Physical Requirements

- Ability to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Ability to perform duties in an office environment.
- Ability to use a computer for extended periods of time.
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via printed word.
- Ability to organize books, files, materials, equipment, etc. on shelves ranging from floor level to seven feet.
- Ability to work in an environment subject to continuous interruptions and background noises which may be loud and disruptive.
- Ability to work under stress from deadlines, public contact, changing priorities and conditions.
- Ability to move and/or lift materials up to 25 pounds.
- If needed, the ability to walk 2 miles (maximum) during a work shift while carrying a lightweight bag in year-round weather conditions (not in extreme weather)
- Ability to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit in indoor or outdoor environments and in public spaces such as (but not limited to) playgrounds, gardens, fairgrounds, neighborhoods, and downtown areas.
- Ability to travel to attend meetings both inside and outside of Viroqua.
- The ability to mobilize to successfully complete errands and tasks for the Youth Services Department both in and outside of Viroqua.

Qualifications

- A bachelor's degree preferred with a focus on education, child-care, social work, or library/information science.
- Two years of experience (minimum) working in a library setting.
- Experience in youth departments at public libraries preferred.
- Experience working with children of all ages and their families.

The City of Viroqua is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

Reviewed with employee by:

Signature: _____ Name (print):

Title: _____ Date:

Received and accepted by:

Signature: _____ Name (print):

Title: _____ Date:
