

*The Monticello-Union Township Public Library is a service institution that seeks to inform, educate, entertain, and culturally enrich the community.*

### **Monticello-Union Township Public Library Job Description**

**Title:** Youth Services Assistant Position  
**Status:** Hourly/Nonexempt  
**Supervision:** Youth Services Manager  
**Job Summary:** Responsible for assisting the Youth Services Manager  
**Hours:** Full time (40 hrs. per week/flexible schedule)

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#### **Duties and Responsibilities:**

- Provide professional and excellent customer service and work towards customer satisfaction
- Assist in providing programs to children, parents and caregivers
- Accurately provide dates, times and program descriptions in online calendar
- Assist in supply inventory and purchasing
- Provide outreach to daycares/preschools
- Remain community-minded, while working within library policies and procedure
- Perform circulation desk duties
- Provide answers to reference questions
- Assist and instruct customers in the use of library services
- Work with patrons in an assistive, productive manner
- Maintain knowledge of children's interest, reading levels, authors and books
- Provide school and teacher services
- Provide tutoring assistance to students
- Assist in continuous weeding and inventory of juvenile and teen materials
- Assist in the Children's and Teen's collection evaluation programs
- Assist in creating attractive and educational displays of children's/teen's materials throughout the library
- Maintain and order supplies as needed
- Display willingness to learn new technologies, including, but not limited to, knowledge of all equipment used in duties
- Attend work related conferences and library training workshops
- Support and contribute to library mission and goals
- Work to accomplish individual annual goals
- Be willing to attend functions to help market the library
- Complete internal controls training on an annual basis
- Adhere to Staff Code of Ethics/Conduct
- Perform other duties as assigned
- Work remotely to complete assigned duties including alternative scheduling with online webinars, technology training, and at home projects during an executive stay-at-home order
- Full time staff will be expected to keep up on LEU's, work on collection development and programming, for both future in-person and virtual, during a pandemic

#### **Education, Experience, and Skills Required for Job:**

- High school diploma (required)
- Degree in Education or Early Childhood Development or experience working with children in school environment or preschool/daycare program (preferred)
- Must have or be able to acquire the Librarian Certificate 6 within 3 years (required)
- Skills applicable to youth library service (storytelling, program development)
- Interest in youth library programs and services

- Organizational skills with the ability to effectively handle multiple projects
- Ability to work independently and in detail
- Basic knowledge of keyboarding and computer skills
- Honest, punctual, accurate, able to maintain confidentiality
- Ability to perform physical tasks including lifting, bending, and standing for long periods of time