

**Title:** Youth Services Clerk Position  
**Status:** Hourly  
**Supervision:** Youth Services Librarian  
**Job Summary:** Responsible for assisting the Youth Services Librarian  
**Hours:** Part time (20 hours per week/flexible schedule)

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**Position Specific Duties:**

- Embody professional, helpful customer service attitude
- Remain community-minded, while working within library policies and procedures
- Perform circulation desk duties
- Provide answers to reference questions
- Assist and instruct customers in use of library services
- Work with patrons in an assistive, productive manner
- Assist Children's/Teen Services Librarian in providing library service to children, parents, and caregivers
- Knowledge of children's interest and reading levels and of books and authors
- Provide school and teacher services
- Participate in continuous weeding and inventory of juvenile and teen materials
- Participate in the departments collection evaluation program
- Assist with creating attractive and educational displays of children/teen materials
- Maintain and order supplies as needed
- Remain willing 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
- Complete internal controls training on an annual basis
- Adhere to Staff Code of Ethics/Conduct
- Other duties as assigned

**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)
- 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 include lifting, bending and standing for long periods of time