



EAST CLEVELAND PUBLIC LIBRARY

YOUTH SERVICES ASSOCIATE

JOB DESCRIPTION

Job Title: Youth Services Library Associate	FLSA Status: PT/FT Nonexempt
Reports To: Deputy Director	Grade: 20
Department: Public Services	Last Revision: 5/11/2017
Approved By: Board of Trustees	

GENERAL SUMMARY:

Under general supervision, the Youth Services Library Associate provides General Reference services to Children/Teen patrons, performs clerical functions and may process interlibrary loans. Develops and conducts programs and assists with maintaining assigned areas of the Children/Teen collection. Work is performed primarily inside of the Library facility. Lifts, moves and shelves books and other light materials and equipment. Occasionally required to attend meetings or training sessions outside of the Library facility.

ESSENTIAL JOB RESPONSIBILITIES:

PUBLIC SERVICES

- Provides General Reference services to Children/Teen patrons and their caregivers in person and over the telephone
 - Retrieves requested materials for Children/Teen patrons
- Performs Reader’s Advisory services and recommends materials to Children/Teen patrons and their caregivers
- Enters reserve and interlibrary loan requests for youth patrons, schools and organizations
- Assists youth patrons in using library equipment
- Compiles subject bibliographies
- Conducts library tours
- Provides outreach services as assigned

COLLECTION DEVELOPMENT

- Assists with maintaining various youth collections including weeding and shifting
- Maintains knowledge of available material developments, trends and youth patron preferences that target community interests

- Assists with maintaining accurate inventory of the youth collection by deleting missing, lost and withdrawn items from SIRSI

PROGRAMMING

- Develops, coordinates and conducts youth programs
- Prepares materials including promotional verbiage for use via Social Media, Newsletters and PR press releases, Program Booklets and more
- Assists with administering the Summer Reading Program
- Decorates Children's/Teen areas reflecting seasonal changes, and/or specific major holidays/events/themes (e.g., Black History Month, Women's History Month, LGBTQ Month, MLK Jr. Day, National Poetry/Writer's Month)

QUALIFICATIONS:

- Bachelor's Degree and a minimum of one (1) year of library experience or equivalent combination of education, training and experience
- Personable with a passion for serving and enhancing the community educationally, recreationally via relevant and appropriate informational resources
- Must possess a valid Ohio driver's license

KNOWLEDGE & SKILLS:

- Understands and uses SIRSI, or has the capacity to learn the SIRSI library system
- Familiar with searching various library databases

OTHER REQUIREMENTS:

- Visits schools and community centers/facilities to promote Library programs and resources
- Participates in community outreach via festivals, parades, annual events
- Attends all staff meetings
- Serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Must be able to work weekends and some evenings, and to be available on short notice to resolve problems
- Ability to work with frequent interruptions
- Performs additional duties and assignments, as assigned
- Serves on temporary committees, as requested
- Ability to lift 50lbs

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.

Employee's Signature

Employee's Name (Print)

Date