

KENT COUNTY PUBLIC LIBRARY
Job Description

JOB TITLE:	Library Assistant I Children and Youth Services
CLASSIFICATION:	Part time (20 hours) Part time Library Assistant I pay scale
SUPERVISED BY:	Head of Children and Youth Services
STATUS	Non Exempt
HOURS OF DUTY:	As scheduled, with Saturday and evening hours as needed. Schedule dependent on the program needs of the Children's Department

GENERAL SUMMARY

Assists with all aspects of Children and Youth Services programming and public service. Continually seeks and finds ways to promote increased use of Children and Youth Services. Helps establish and maintain a high standard of Children and Youth Services for the Kent County Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in set-up and implementation of programs for young children (birth-5 years) and school aged children at all locations
- Assists with preparation of program materials including craft prep, displays, and online data entry of book lists or calendars
- Helps implement the annual Summer Reading Program
- Assists with Young Adult programming
- Keeps up to date with library acquisitions in children's materials & online resources in order to offer reader's advisory and research assistance to parents and children at the children's desk
- Assists with library field trips for children, parents, and other interested patrons
- Instructs children and adults with using library computers and online catalog
- Interact with patrons, visitors, staff, and others in a professional and friendly manner
- Stays abreast of and utilizes available technology efficiently and effectively
- Implements standard operating procedures and system policies. Assures that operations are consistent with KCPL policies, procedures, philosophies and objectives

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assists at the circulation desk as needed/scheduled
- Works at other locations as needed
- Assists with collection management projects as needed

JOB REQUIREMENTS

- Strong knowledge of best practices for working with youth of all ages \
- Knowledge of Windows, Office, and library software
- Knowledge of public library practices and procedures, including using library software and performing research assistance
- Working knowledge of children's and young adult literature, child and teenage development, and the ability to build rapport with children, teenagers, and parents
- Strong communication skills, both oral and written, as well as public speaking skills
- Accuracy and attention to detail

QUALIFICATIONS

- Associates Degree required
- BA Degree preferred
- Early Childhood experience required

WORKING CONDITIONS

- Active work in a library environment
- Requires physical effort such as stooping or bending, and lifting of objects up to 30 pounds.
- Able to stand at the circulation desk to assist patrons if necessary
- Able to sit on the floor for some activities
- Able to use a computer terminal for long periods if necessary