

Kent County Public Library

Library Assistant/Associate - Youth Services

CLASSIFICATION:	Full-Time Full-Time Library Clerk/Assistant OR Associate payscale, dependant on qualifications
FLSA STATUS:	Non-Exempt
SUPERVISOR:	Director of Youth Services
HOURS OF DUTY:	37.5 hours per week As scheduled, with Saturday and evening hours as needed, including youth programs and outreach events.

POSITION GENERAL SUMMARY

Assists with all aspects of activities related to the youth services department, including: programming; collection development; school and other youth outreach. Regularly provides onsite and offsite storytime programs. Assists with teen programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and conducts programs for young children (0-5) and school-aged children (6-12), including regular storytime programs; after-school programming; evening programs for families; and other special events
- Supports youth services programs by prepping materials, creating book displays, assisting with on-site publicity
- Provides direct services to parents and children at the children's desk and maintains appearance of children's area
- Assists in planning and implementing Summer Reading programs and activities
- 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
- Conducts library tours for school field trips, children, and families

ADDITIONAL JOB EXPECTATIONS

- Provides direct service to the public, including regularly scheduled shifts at the circulation desk, basic reference transactions, branch coverage, and participation in summer reading and other special programming

- Assists with collection management projects, as needed
- Assists with teen programming, as needed
- Performs other duties as assigned

JOB REQUIREMENTS

- Genuine interest in and dedication to children and teens, their library needs, and children's literature and literacy
- Ability to build rapport with youth of all ages, as well as parents and other caretakers
- Comfort with incorporating emerging technologies into youth programming
- Working knowledge of: professional library methods, standards, and ethics; reference resources and practices; and reader's advisory tools and techniques
- Working knowledge of professional library practices related to serving children, teens, and families, including familiarity with children's and young adult literature; and child and teen development
- Comfort with public speaking

QUALIFICATIONS

For Assistant payscale

- 2 years coursework beyond high school diploma in early childhood, education, or related field required; Associate's degree in relevant field preferred
- Prior completion of or ability to enter the Maryland Library Associate Training Institute's Expanded Early Start Program within 6 months of hire
- Customer service experience required; library experience preferred
- 1 year experience working with children and/or teens required; 3 years experience preferred

For Associate payscale

- Bachelor's degree required; Bachelor's degree in library science, education, early childhood, or related field preferred
- Maryland Library Associate Training Institute (LATI) certification or ability to enter the LATI program within 6 months of hire; commitment to acquiring required CEUs for LATI recertification every 5 years
- Customer service experience required; library experience preferred
- 1 year experience working with children and/or teens required; 3 years experience preferred

WORKING CONDITIONS

- Frequent use of computer terminal
- Moving throughout the library space, including working at public service desks and assisting library users at the desk, public computers, and in the stacks

- Lifting objects weighing up to 30 pounds; stooping, bending, and reaching; pushing or pulling a wheeled cart weighing up to 100 pounds
 - Ability to sit on the floor and engage in movement activities during youth programming
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UNIVERSAL EXPECTATIONS FOR ALL KCPL EMPLOYEES

- Commitment to KCPL's Core Values
- Active engagement in teamwork within department and on cross-departmental projects and committees
- Equitable implementation of standard operating procedures and system policies, including enforcing and explaining policies to library users
- Commitment to continued professional growth and development

UNIVERSAL REQUIREMENTS FOR ALL KCPL EMPLOYEES

- **Ability to work at and provide own transportation between all KCPL locations, as well as outreach locations throughout Kent County, as needed and assigned**
 - **Ability to provide coverage at any KCPL location, as needed and assigned**
 - Strong internal and external customer service skills, including being equitable, patient, tactful, and courteous
 - Ability to develop and maintain respectful and effective working relationships with library users of all ages (children, teens, adults), coworkers, and professional colleagues from many different backgrounds and cultures
 - Ability to work independently, cooperatively, and as part of a team
 - Ability to work calmly and effectively under pressure
 - Excellent oral and written communication skills
 - Ability to critically review sources of information
 - Accuracy and attention to detail
 - Knowledge of and competence with standard computer applications (email, Windows, Microsoft Office, etc)
 - Knowledge of or ability to quickly learn library software
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KCPL STATEMENT OF OPPORTUNITY & EQUITY

Kent County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

Kent County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the HR representative at 410-778-3636 prior to submitting an application or resume.

Kent County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek applicants who view library services through an equity lens and are skilled at partnering with organizations to deliver services to traditionally underserved groups.