

Leighton Township Library Job Description: Youth Services Professional

The Youth Services professional, under supervision of the Library Director, is responsible for all aspects of children services, including the summer reading program (co-lead), school visits and outreach. This position also assists in all general operations of the library.

Qualifications:

- High school diploma plus library experience, preferably in children services
- Preferred is a Bachelor's degree related to working with children

Necessary Skills and Abilities:

- Strong knowledge of children's literature
- Must be a team player and interact with children in a positive, friendly manner
- Ability to speak in front of groups of children and caregivers
- Commitment to customer service excellence
- Excellent oral and written communication skills
- Strong computer and digital literacy skills
- Ability to organize multiple assignments and work independently
- Ability to stand for extended periods of time, climb, stoop, bend, reach, lift, push and/or pull at least 40 pounds

Duties and Responsibilities:

- Plans and implements children's library programming
- Assists with planning and implementing of library youth programs including Summer Reading program
- Creates book displays and program flyers to promote materials and services
- Manages children's playroom
- Supports library goals and mission, follows library policy, and maintains patron confidentiality
- Manages a budget for materials and programming within established limits
- Assists patrons with use of library equipment and offers reference assistance
- Assists patrons in locating appropriate material in the library and online
- Assists with weeding of library materials
- Attends meetings, conferences and continuing education events
- Other duties as assigned

Performance Standards:

- Ability to perform tasks as stated correctly in the time allotted
- Appropriate behavior with the public and other staff members

Hours, Days and Pay rate:

- Part-time – 18-22 hours per week including some evening and weekend hours
- No benefits, vacation pay after one year, paid holidays
- A background check will be required before hiring
- \$13.00 per hour

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.