**Youth Services Assistant**

Job Description:

The part-time Youth Services Assistant at the Spring Green Community Library is a service-oriented position in which the employee is expected to be able to help with children’s programming: including, but not limited to, weekly story times; an 8-week summer library program; special events and programming to coincide with National Library Week and other Library Events. Help with preparation and dissemination of all publicity related to the above activities as well as reporting statistics. If needed, the Youth Services Assistant will also assist both students and teachers during class library visits by educating the children in library organization and usage. The Youth Services Assistant will assist the Youth Services Librarian with searches in the circulation system. Finally, the Youth Services Assistant is expected to perform other library tasks as assigned. This position requires standing for long periods, bending, stooping and lifting materials weighing up to 25 pounds.

Key Functions and Responsibilities:

1. Assist the Youth Services Librarian with story time sessions, school class visits and other outreach programs.
2. Prepare craft activities for story time sessions and other children’s programs.
3. Tidy the Children’s area in the library.
4. Prepare promotional materials.
5. Assist with displays in the Children’s Library area.
6. Search for children’s material (books, etc.) in the circulation system.
7. Answer directional enquiries.

Other Duties:

1. Other duties as assigned.

Educational Requirements:

High School diploma or equivalent or higher; previous experience working with young children in an educational setting. Pluses would be knowledge of children’s literature; competency with PCs, including knowledge of at least one word processing program/publishing program; ability to search in the Library’s circulation system.